



UNITED STATES MARINE CORPS

3D MARINE DIVISION (-) (REIN), FMF
UNIT 35801
FPO AF 96502-5801

IN REPLY REFER TO:
DivO P4400.22M
G-4Sup

12 2 APR 1994

DIVISION ORDER P4400.22M

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR SUPPLY (SHORT TITLE:
SUPPLY SOP)

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To publish standing operating procedures for supply operations within the 3d Marine Division.
2. Cancellation. DivO P4400.22L.
3. Action. Unit Commanders are directed to implement the policies and procedures contained in this Manual.
4. Summary of Revision. This revision contains a substantial number of changes and must be completely reviewed.
5. Recommendations. Recommendations concerning the contents of this Manual are invited. Such recommendations will be forwarded to this headquarters (G-4/Sup) via the appropriate chain of command.
6. Certification. Reviewed and approved this date.


P. V. KELLY
Chief of Staff

DISTRIBUTION: D/F plus Line 27 (10)

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR SUPPLY (SHORT TITLE: SUPPLY SOP)

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ENCLOSURE (1)

SUPPLY SOP

RECORD OF CHANGES

Log completed change action as indicated

Change Number	Date of Change	Date Entered	Signature of Person Entering Change

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INTRODUCTION

0001. PURPOSE. This Manual provides guidance and direction for the conduct of supply operations within the 3d Marine Division.

0002. RESPONSIBILITY. This Manual is the responsibility of the Division Supply Office (G-4Sup). The supply mission of this command will be accomplished in accordance with this Manual and other applicable Marine Corps regulations. The instructions provided are intended to clarify existing orders and, where necessary, provide additional or more detailed guidance for the accomplishment of supply functions. Instances where the procedures prescribed herein appear to conflict with the directions of higher authority will be referred to this headquarters (Division Supply) for resolution. Instances where guidance provided by this Manual is more stringent than directions of higher authority are not considered conflicting unless implementation detracts from the ability of supply personnel to perform their mission.

0003. APPLICABILITY. This Manual is applicable to all units under the operational control of the Commanding General, 3d Marine Division.

0004. ORGANIZATION. The Manual is divided into chapters pertaining to major functional areas and one appendix containing instructions on a special area of supply management. The symbol in the left margin of the text signifies more stringent criteria than specified in higher headquarters directives and/or those geographically unique differences of the 3d Marine Division and supporting organizations.

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CHAPTER 1

GENERAL INFORMATION

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CHAPTER 1

GENERAL INFORMATION

1000. DEFINITIONS

1. Accountability. Accountability is defined as the obligation of any individual who, in the performance of the duties of their position, designation, or assignment, is required to assume jurisdiction over, and, upon proper occasion, effect an accounting for public property committed to their charge by reason of this position, designation or assignment. Accountability is established upon acceptance by an individual of a position, designation or assignment involving jurisdiction over public property.

a. Commander's Accountability. Accountability is inherent to command. The commanding officer of a unit having a consumer level supply account is accountable by virtue of acceptance of their supply officer to perform the function of supply management for the command. Additionally, the commanding officer will appoint, in writing, responsible officers to assume responsibility of assets within the command. However, assignment of the accounting function to the supply officer and responsible officers does not relieve the commander of their accountability.

b. Responsibility. Responsibility is defined as the obligation of each individual who is required to have personal possession of or general supervision over public property to ensure that the items are procured, maintained, used, or disposed of only as authorized. Any person having public property in their custody or under their supervision assumes a public trust the the property will be used only for purposes authorized by law or regulations.

c. Supply Officer's, Responsible Officer's and Individual's Responsibilities. The supply officer will be responsible for ensuring the commanding officer is made fully aware of the unit's current supply posture. Supply officers will recommend corrective procedural changes to the commanding officer so that detrimental supply situations may be rectified. Responsible officers and individuals will adhere to the policy, procedures and guidance provided by higher authorities in the performance of their duties.

d. Indebtedness. Indebtedness is established for an accountable person when the Commandant of the Marine Corps (Code L) certifies under the provisions of 31 U.S.C. 8991 that an indebtedness exists. Such indebtedness is considered sufficient to permit withholding of pay, as prescribed by the Nav Compt Manual, and deduction from the accountable persons final pay and allowances if such deduction is necessary to liquidate the indebtedness. Indebtedness for a nonaccountable person (i.e., responsible person) may be established pursuant to the provisions of the JAG Manual, section 0145.

When a nonaccountable person is found guilty by court-martial or is found negligent and liable by a formal JAG investigation of one of the offenses listed in the JAG Manual, section 0145, the establishment of indebtedness set forth therein will be a separate action of the convening authority/general court-martial reviewing authority. Indebtedness established under either of these conditions (i.e., conviction by court-martial reviewing conditions (i.e., conviction by court-martial or a formal JAG investigation) may be liquidated by either a voluntary reimbursement by the individual concerned or an involuntary checkage of pay. Nonjudicial punishment imposed does not constitute establishment of indebtedness.

e. Equipment Issues

(1) Direct Custodian. The fact that an individual has not signed a receipt for public property which is in their possession does not relieve that individual of the required maintenance and servicing responsibilities that are needed.

(2) Liability. In the case of loss, damage, or destruction of public property through cases other than wear incident to normal service, personnel having responsibility, therefore, will either be punitively liable or excused from responsibility by competent authority.

(3) Individual Responsibility. Individuals required to obtain and maintain public property for use in the performance of assigned duties are considered individually responsible for that property.

(4) Issue and Recovery of Equipment. Equipment which is issued to individuals will be accounted for and signed for by the individual concerned. It is the commander's responsibility to ensure that all public property, which is issued to or in the possession of military or civilian personnel, is recovered prior to separation or discharge of the individual concerned.

1001. SUPPLY OFFICERS' RESPONSIBILITIES

1. Division Supply Officer

a. The Division Supply Officer, under the staff cognizance of the Assistant Chief of Staff, G-4, is directly responsible to the Commanding General for the management of supply operations within the Division. These duties include, but are not limited to:

(1) Planning, coordinating and supervising the acquisition, storage, control, issue and recovery of all supplies and equipment.

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(2) Furnishing advice, information and recommendations relative to supply matters, including property accounting, property responsibility, and standardization of material.

(3) Formation and coordination of the operations of a Supply Management Assistance Team (SMAT) to monitor, inspect, analyze, assist and instruct all Division supply accounts on supply procedures.

(4) Coordinating and monitoring the submission of all Missing, Lost, Stolen or Recovered (M-L-S-R) Government property reports by Division units.

(5) Coordinating and monitoring the controlled item reporting for Division units.

(6) Review of all investigations conducted by Division units relative to lost, stolen or damaged Government property or related supply matters.

(7) Provision of recommendations to the Division Personnel Officer regarding the assignment of occupational field (OF) 30 officer and enlisted personnel.

(8) Review of all priority designator 02 "walk through" requisitions, prior to the submission to the appropriate source of supply.

(9) Review of all Division unit open purchase requests being submitted to the Base Purchasing and Contracting Officer.

(10) Review of all analysis/inspection reports prepared by higher or external agencies and relating to supply operations within Division units and preparation, when required, of the Commanding General's endorsement to such reports.

(11) Perform such other duties as the Commanding General may direct with respect to the managerial and technical aspects of supply.

b. The Division Supply Officer is neither tasked with nor capable of maintaining a technical research section or processing supply requisition in support to the Division headquarters. Division Headquarters Staff Sections; request for material should be submitted to the Headquarters Battalion organic supply officer.

2. Regimental Supply Officer. The Regimental Supply Officer is a Special Staff Officer on all matters related to supply. The Regimental Supply Officer's duties should include performance of the following tasks and keeping the Regimental Commanding Officer informed on the status of each:

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a. Continuously monitoring the status of equipment and supplies that are excess or deficient in all component organizations (using SASSY Management Reports, the Mares LM-2 Report, and quarterly SAC-1 reports from the units); directing inter-regimental redistribution of assets excess to regimental requirements and all deficiencies, which cannot be filled by internal action within the regiment.

b. Functioning as the first source of information/guidance for the supply officers in organic organizations of the regiment.

c. Conducting cycle inspections, throughout the year, of various functional/sub-functional areas of supply in each organic unit's supply account, to ensure that proper procedures are being followed, that accurate accounting records are being maintained and to provide training.

d. Identifying and initiating action to solve any supply related problems in the regiment and/or organic units.

e. Coordinating the timely input of all recurring reports and responses to "taskers" from higher headquarters, to include consolidating such input from subordinate units, when required.

f. Establishing a schedule of events and associated milestone dates for the turnover of supply/responsible officer accounts for UDP units and supervising to ensure all milestone dates are met.

g. The RSO usually is assigned the additional duty of regimental fiscal officer because the availability/spending of funds is so closely related to supply functioning. This additional duty, when assigned to the RSO, requires him to allocate available funds to his subordinate units, monitor the obligation status of these units, and coordinate/consolidate all budget-related input to higher headquarters.

3. Using Unit Supply Officer

a. The Using Unit Supply Officer is responsible for the coordination and administration of the supply function. In this connection, the supply officer, as a special staff officer, will have direct access to the commander and will ensure, as set forth in this and other applicable directives, that the commander is personally informed on a regular basis, of the status of the account. In this capacity, neither the supply officer nor the supply section will be subordinate to or function under the control of the unit S-4. THE USING UNIT SUPPLY OFFICER WILL WORK DIRECTLY FOR THE COMMANDING OFFICER.

b. In addition to the foregoing, the supply officer's responsibilities include, but are not limited to:

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(1) Ensuring that the executive officer, as second in command/staff coordinator, is informed of all supply matters which affect the accomplishment of the unit mission.

(2) Ensuring that the S-4 officer, as the cognizant executive staff officer in the area of logistics, is kept informed of all general supply matters having an effect on the accomplishment of the unit mission. For the purpose of this directive, the term "cognizance" is defined as, "Having a general knowledge of...." (e.g., the supply officer will thoroughly inform the S-4 officer of any problems incurred in dealing with subordinate commanders, staff members, and responsible officers, financial status of the account, and problem items adversely affecting the unit's ability to accomplish their mission).

(3) Supervising the operation of the unit supply section to include adequate MOS training.

Maintaining the required supply-related files and records.

(5) Maintaining continuous liaison with maintenance and maintenance management officers within the unit to ensure maximum coordination and cooperation between these functional areas.

(6) Monitoring and inspecting of responsible unit supply records and procedures. Concurrently providing technical guidance to all battalion personnel in the area of supply.

Preparation of unit SOPs and directives related to supply matters.

Administering the financial accounting for the unit.

(9) Providing technical assistance to unit legal officers and investigating officers concerning legal matters involving Government property.

1002. ASSIGNMENT OF PERSONNEL

1. Responsibilities of the Division Supply Officer. The Division Supply Officer will continually review Division requirements for officers and enlisted personnel in Occupational Field 30xx. Based upon unit personnel status, projected personnel gains and attritions, and an evaluation of technical skill requirements, the Division Supply Officer will make appropriate recommendations to the Division Personnel Officer for the assignment of Occupational Field 30xx personnel within the Division. Concurrently, on an as-required basis, the Division Supply Officer will inform the Assistant Chief of Staff, G-1 of any deficiencies of Occupational Field 30xx personnel that impact adversely on the accomplishment of supply operations.

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2. Personnel Status. In view of the limited availability of supply personnel and the criticality of the supply function, commanders are urged to ensure maximum utilization of Occupational Field 30xx personnel within their MOS. They are encouraged to make continuous liaison with this headquarters (Division Supply) on matters concerning Occupational Field 30xx personnel to ensure the supply personnel requirements of each unit are met.

1003. TRAINING OF SUPPLY PERSONNEL

1. Objective. The primary purpose of supply training is to develop technically proficient supply personnel capable of contributing to the accomplishment of the unit mission and qualifying for advancement in grade. Since the primary function of supply operations is mission support, it is imperative that the supply personnel training conducted be both technical and mission oriented.

2. Responsibility. While the commanding officer is ultimately responsible for all training conducted in his unit, the unit supply officer is directly responsible for the training of supply personnel.

3. Sources of Instruction. The instructional format will vary with the situation. However, it is recognized that on-the-job training (OJT) alone will not instill the level of individual technical knowledge required.

a. Unit Level. Informal classes on the supply function and mission-related subjects must be conducted weekly. The use of Marine Corps Institute (MCI) courses of instruction also is encouraged. Supply technical instruction may be coordinated by the Regimental Supply Officer.

b. Division Level. Teaching assistance will be provided by the Division SMAT upon request. Additionally, SMAT provides quarterly classes on various supply functional areas.

1004. INSPECTIONS AND ANALYSIS OF SUPPLY RECORDS AND OPERATIONS

1. Responsibility. Examinations of supply accounting records and operations will be conducted periodically by representatives of the Commanding General, 3d Marine Division (LRIs and SAV visits); Fleet Marine Force, the Commandant of the Marine Corps (IG's and FSMAO) and the Naval Audit Service. Commanding Officers will ensure that all essential organic supply personnel are made available during the conduct of inspections and assistance visits.

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2. Division Supply Management Assistance Team (SMAT)

a. The Division SMAT is established to provide the Commanding General with the technical supply inspection and assistance capability to improve control and management of all organic supply operations. The Division SMAT inspections are scheduled as part of the Logistics Readiness Inspections (LRI's) and are coordinated by the Logistics Readiness Inspection Coordinator. The SMAT also provides supply assistance visits (SAV) when requested by a unit. Units requiring assistance visits should submit a request to the Division Supply Officer identifying the specific assistance required. Assistance visits are designed to aid units in specific areas of command concern. The team will review the unit records, procedures, and provide "on-the-job" instructions as required. The supply inspections will be directed toward the following areas:

- (1) Property control procedures
- (2) Warehouse storage and operations.
- (3) Additional Demands procedures
- (4) Files, Publications and Directives.
- (5) Administration.
- (6) Public funds accounting
- (7) Handling of personal effects

Packaged Operational Rations

Petroleum, Oil and Lubricants.

b. Logistic Readiness Inspection Reports

(1) Upon conclusion of all inspections, the Logistic Readiness Inspection Coordinator/Division Maintenance Management Officer and the OIC of the SMAT will brief the unit commander. A copy of the checklist will be provided to the supply officer. The unit commander is not normally briefed following an assistance visit. Instead, the OIC, SMAT will informally brief the Supply Officer of any problems identified and actions required to correct them.

(2) Within three working days after a scheduled inspection, the OIC of the SMAT will deliver to the Division Supply Officer a copy of the completed checklist with the formal report. The formal report will be provided to the Logistics Readiness Inspection Coordinator within four working days of completion of the inspections.

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(3) Within four working days after an assistance visit, the OIC of the SMAT will provide the Division Supply Officer with an informal report of the assistance provided the requesting unit.

3. Field Supply and Maintenance Analysis Office (FSMAO)

a. The FSMAO-3 functions under the operational control of the Commandant of the Marine Corps. FSMAO teams visit each organization every two years to analyze its supply and maintenance operations and to determine whether or not regulations are being accomplished.

b. Information used to identify trends, problems and concerns of the using unit is gained from many sources. Supply conferences, Supply Management Assistance Team (SMAT) visits, Logistic Readiness Evaluations (LRE's), Field Supply and Maintenance Analysis Office (FSMAO) reports and informal conversations with using unit personnel all provide valuable information to this office. However, one source of information which has not been used to its fullest is the FSMAO outbriefing conducted for the unit commander at the end of each FSMAO analysis.

(1) During FSMAO outbriefings, many concerns are raised and discussed, which do not become part of the formal report. Therefore, the only unit to "get the word" and in turn correct the problems discussed is the unit being analyzed. The best way for the entire Division to be a beneficiary of these outbriefings is for a representative from Division Supply to be present, and to identify areas closely scrutinized by FSMAO inspectors.

(2) Therefore, each unit supply officer will coordinate with the Division Supply representative to attend the FSMAO outbriefing and then notify this headquarters (Supply Management Assistance Team (SMAT), extension 622-9697/9438) of the time and place of the outbriefing. This information will be provided in sufficient time for the Division Supply Office to get a representative to the unit prior to the outbriefing.

c. The OIC of FSMAO submits a letter report upon completion of each analysis to the Commanding General, 3d Marine Division, identifying specific discrepancies/findings and recommending corrective action to be taken by the unit. FSMAO reports and all endorsements thereto will be processed (see Figure 1-1) in the manner prescribed in the FMFPacO 5042.1. The following additional requirements are established:

(1) The original and three copies of the FSMAO report and all endorsements thereto will be forwarded to this headquarters (Division Supply). Each endorser will provide a copy of their endorsement to the Commanding General, III Marine Expeditionary Force per ForO 4440.11.

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(2) FSMAO reports will be submitted within the time limits listed below. Units will notify this headquarters (Division Supply) by message, if delays preclude meeting this requirement.

(a) Battalion/battery/company commanders will forward FSMAO reports within 30 days of the report date.

(b) Where applicable, regimental commanders will forward FSMAO reports, with endorsements, to this headquarters (Division Supply) within 45 days of the report date.

(3) For all recommendations in the FSMAO formal report, forwarding endorsements will contain either a statement that corrective action has been completed or an estimated completion date for such corrective action. ON REPEAT FINDINGS, ONLY THE CG/CHIEF OF STAFF CAN ENDORSE THE CORRECTIVE ACTION TAKEN.

4 Commanding General, Commander Marine Forces, Pacific

a. These inspection teams are established under a senior inspector and are direct representatives of the Commanding General, Fleet Marine Force, Pacific. The supply inspection team is charged with the duties of inspecting supply records, procedures, planning salvage, cost consciousness, material availability and maintenance.

b. CG, COMMARFORPAC inspections will be unannounced, functional, management-type inspections. The unit(s) to be inspected within the Division will be selected by the senior inspector.

5. The Navy Area Audit Office. This office conducts periodic internal audits of the Division. The periodic audits are verification and analysis of selected transactions occurring during specified periods, a review and evaluation of procedures, and their policies. In addition, the audits include examining the requirements in the budgeting functions, appropriation and accounting of funds, disbursement of funds, and management of supplies.

1005. SUPPLY DISCIPLINE

1. Responsibility. Commanders at all levels must closely supervise the use of supplies and equipment to ensure continuous availability of required assets within the Division. Commanders will:

a. Ensure that on-hand quantities of supplies and equipment are reviewed continuously for possible excesses; and when such excesses are identified, timely action is taken to roll back, report or redistribute these items.

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b. Establish an aggressive program to reduce loss and misuse of individual equipment and weapons. Frequent inspections and inventories will apprise all personnel of their individual responsibilities in maintaining supply discipline. Supply officers will inspect the records maintained by responsible officers at least quarterly. A quarterly inventory of individual equipment will be accomplished, as discussed in chapter 9 of this Manual.

c. Conduct a bi-weekly (twice each month) review and reconciliation of repair parts and other supplies on requisition with responsible units and the various sources of supply.

d. Ensure that supplies and equipment in storage are protected from the elements to prevent undue deterioration.

e. Conduct periodic inspections to ensure that organic equipment and repair parts are being properly controlled at the user level.

f. Review the Division Supply Management Guidebook, "SUPPLY TIPS FOR COMMANDERS" and apply the principles, policies, and procedures contained therein.

1006. RELIEF OF COMMANDING OFFICERS OF UNITS WITH ORGANIC SUPPLY ACCOUNTS

1. General Information. Relief of commanding officers will be accomplished per MCO P4400.150D, para 5005 and UM 4400-124, part III para 6.17.

2. Action

a. The commanding officer, prior to being relieved, will submit a certificate of relief to the new commanding officer, with a copy to this headquarters (Division Supply) and to his regimental commander, where applicable. The relief letter will contain, at a minimum, the following:

(1) Results of supply inspections conducted within the past six months and remedial actions taken.

Overages and shortages

Supply problem/pending projects.

Accuracy of records

Supply personnel situation

Effectiveness of established supply SOPs

Condition of material in stock and in use.

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(8) Quality of support being furnished by the supply system

(9) Material on-hand readiness posture of the unit for combat essential equipment (CEE):

$$\frac{\text{Qty CEE Possessed}}{\text{Qty CEE Authorized}} = \% \text{ Ready}$$

10) Fiscal situation.

11 Listing of major discrepancies.

b. The new commanding officer will conduct the necessary supply inspections to assure himself of the materials' condition, record, include personal spot-checking of material in stock and of selected items of equipment in the hands of responsible officers. This inspection shall be completed by the relieving commanding officer within thirty days of his assignment as commanding officer. AN ENDORSEMENT TO THE CERTIFICATE OF THE OLD COMMANDING OFFICER WILL BE MADE, STATING THE FINDINGS OF THE NEW COMMANDING OFFICER. A copy of this endorsement shall be forwarded to the Division Commanding General (Division Supply) and to the regimental commander, where applicable.

1007. RELIEF OF USING UNIT SUPPLY OFFICER

1. General Information. Relief of supply officers will be conducted per the instructions contained in MCO P4400.150D, para 5005 and UM 4400-124, Part II, para 6.17 and in the following paragraphs.

2. Action of the Supply Officer Being Relieved. The following will be accomplished by the supply officer to be relieved immediately prior (within 30 days) to his relief:

a. An inventory and reconciliation of property record, to include verification that signatures are current and valid.

b. Preparation and submission of all adjustments to the LUAF, RIF (Retail Inventory File), voucher files, etc., as necessary, resulting from the inventory of records.

c. Acquisition of signatures on CMRs for all outstanding issues and turn-ins made.

d. Preparation of a signed certificate, indicating that the inventory and reconciliation have been completed. The original of this certificate will be dated as of the date of relief and furnished to the relieving (new) supply officer.

3. Action by the Relieving Supply Officer. The relieving (new) supply officer will accomplish the following within 15 days of assuming the administration of the property account:

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a. A careful, detailed inspection of the condition of:

- (1) Property records.
- (2) Supplies on-hand and on-order.
- (3) Personnel
- (4) General supply procedures
- (5) Other matters coming to his attention.

b. If the new supply officer is dissatisfied with the findings, a report of the findings will immediately be made to the commanding officer by means of endorsement to the certificate provided by the old supply officer. The endorsement should contain, but is not limited to, the following:

(1) Statements, in "laymen" terms, on what is wrong with the account. These statements should be delineated by functional areas within the supply account (e.g., Purpose Code "C", Demands Processing, Publications, Warehousing, Personnel, General Supply Procedures in the Companies/Sections, etc.).

(2) Statements as to the corrective action recommended on each area.

(3) Estimated correction time required for each area. If the time required for completion of corrective action cannot be determined for all areas when the endorsement is prepared, a statement should be made as to dates on which follow-up reports will be submitted. A copy of this endorsement will be forwarded to Division Supply (SMAT).

1008. RESPONSIBLE OFFICERS

1. General Information. Responsible officers are members of the command. They will be appointed, in writing, using the appointment letter format shown in figure 4-11 of this Manual.

2. Account Records. Consumer (i.e., battalion) level supply accounts should be divided into subsidiary accounts for the management of the allowance items. Each subsidiary account should encompass one entire operation within a parent organization (i.e., company, battery, squadron, motor transport section, etc.) The transfer of assets between subsidiary accounts will require the coordination of the unit supply officer.

3. Serialized control. Items which have the USMC/manufacturer's serial number will be accounted for by serial number. The master serial number records will be maintained at the consumer level supply account. Serial numbers will be provided to the responsible officers for items for which they are responsible.

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4. Inventory. Physical inventories are to be considered a management tool in controlling material. On-hand allowance items will be inventoried at least annually to determine the accuracy of the formal account property records. Inventory adjustments to property records will be made in a timely manner. Each allowance item will be inventoried at least annually and incident with the change of accountability, responsibility, or supply officer.

5. Maintenance. The responsible officer will ensure that items assigned to their account are maintained in a serviceable ready-for-use state. The responsible officer will ensure the Equipment Repair Orders are opened on any item, which becomes unserviceable. Items, which are beyond economical repair, will be disposed of in accordance with the current directives and disposition instructions provided by the unit supply officer.

1009. CONFLICTS OF INTEREST. Commanding officers will, where possible, ensure that the supply officer and responsible officers are not assigned additional duties which may pose a conflict of interest with their duties of supply management/operation. One example of this is that the supply officer will not be appointed the investigating officer in any situation relating to loss, damage or destruction of Government property on his supply account.

1010. SUPPLY ACCOUNT OF THE QUARTER PROGRAM

1. Objective. The Supply Account of the Quarter Program was instituted to motivate unit commanders and their supply personnel to strive for and achieve high levels of supply readiness. The program was also designed to recognize and reward unit supply accounts and their personnel for outstanding achievements and standards of excellence. Each quarter, the Supply Account of the Quarter Selection Board (consisting of the Division Supply Office staff) will select the top performing account and the two runners-up based on the following criteria:

- a. Performance in FSMAO analyses.
- b. Performance in most recent Logistics Readiness Inspection.
- c. Timeliness of SASSY Management Unit (SMU) Reconciliations.
- d. Attendance at SMAT Training Classes.
- e. Attendance at monthly supply officer's conferences
- f. Results of Physical Inventory Program (PIP) Inventories.
- g. Internal supply training

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- h. Timely submission of required reports.
- i. Controlled Items Management.
- j. SAC 1 excess assets management
- k. Requisitional Authority (RA) Management.
- l. Loading of T/E Type 1 Allowances to LUAF/MAL
- m. Timely/Proper close-out of TAP account
- n. Timely response to "tasker" from Division Supply

2. Awards. After determination of the top account and the two runners-up, the Commanding General, 3d Marine Division will send a personal message notifying the entire Division of the results and will present a Certificate of Commendation to the winning supply account. Results will also be published in the appropriate Division Supply Newsletter.

3. Responsibility. The overall administrative responsibility for the Supply Account of the Quarter Program is assigned to the Division Supply Chief (DSC). He will be guided in his duties by DivO 1650.24, which contains a detailed explanation of the program.

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HEADQUARTERS
2d Battalion, 2d Marines
3d Marine Division (-) (Rein), FMF
FPO AP 96602-5950

5041
M13220
21 Jan 94

FIRST ENDORSEMENT on OIC, FSMAO-3 ltr 5041/3 M13220 of 5 Dec 93

From: Commanding Officer
To: Commanding Officer, 4th Marines 3d Marine Division, FMF
Via: Commanding General, 3d Marine Division, FMF

Subj: SUPPLY/MAINTENANCE ANALYSIS REPORT 37100

Forwarded

2. Actions taken, or to be taken, and comments regarding each recommendation in the basic correspondence are as follows:

a. Recommendation #1: That T/E assets be managed per the policy contained in Chapter 2 of MCO P4400.150D, the Consumer Policy Manual, and procedures in the UM 4400-124, the FMF Using Unit Procedures Manual.

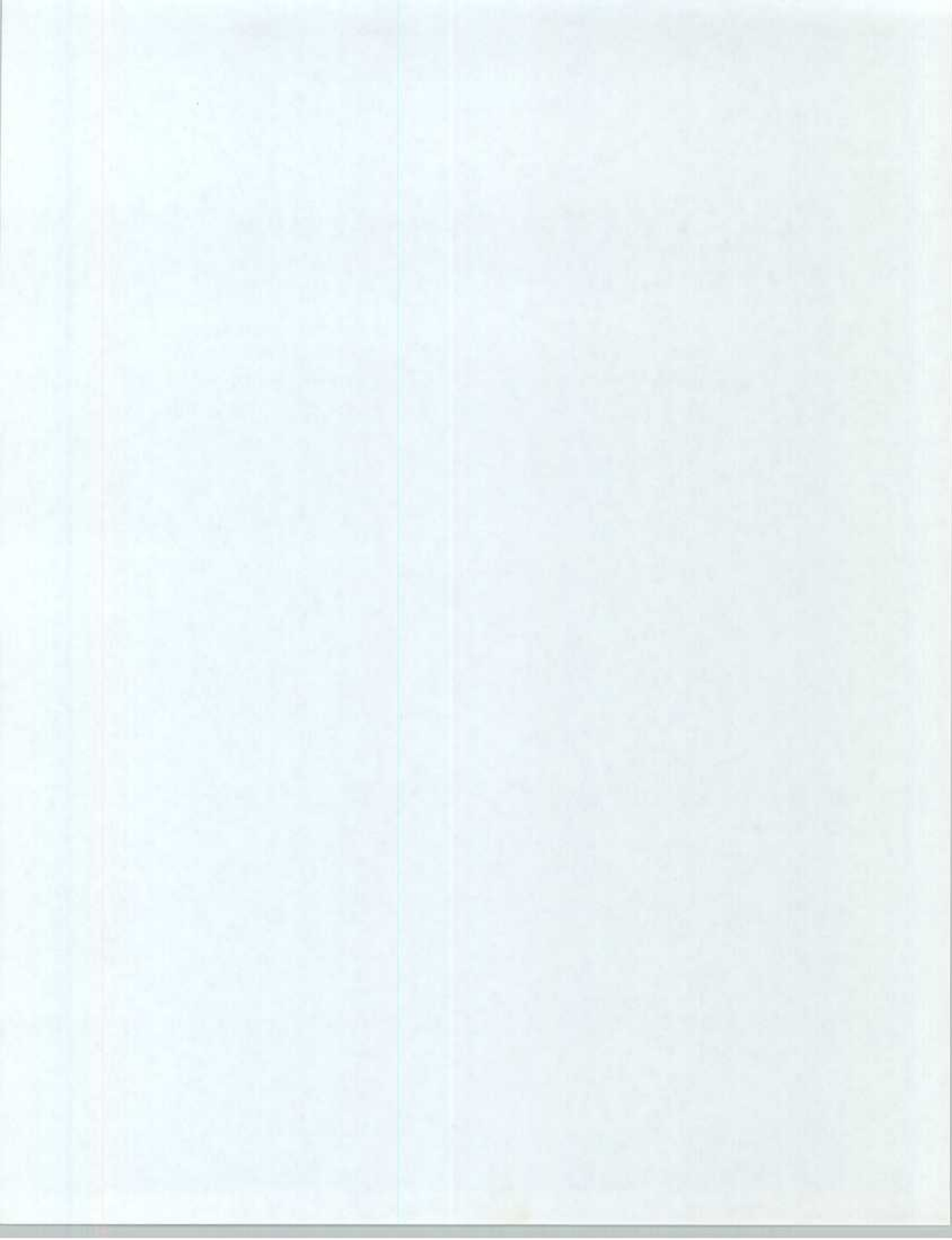
Corrective Action: A complete and comprehensive reconciliation between the Mechanized allowance List and the Battalion's Consolidated Memorandum Receipts is in the process of being conducted. Discrepancies are being identified and corrected as they are found.

b. Recommendation #2: That the pending publication requisition file be maintained current and all functions related to publication requisition management, to include follow-ups, be accomplished in a timely manner as per MCO P4400.150D.

Corrective Action: The major discrepancy in our publication system is our reconciliation procedures. This discrepancy was corrected by the establishment of the new pending file/reconciliation procedures outlined in MCO P4400.150D and Divo P4400.22M.

COMMANDING OFFICER'S SIGNATURE

Figure 1-1 --Sample Format for First Endorsement to FSMAO
Analysis Reports.



SUPPLY SOP

CHAPTER 2

CORRESPONDENCE, PUBLICATIONS AND DIRECTIVES

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FIGURE

2-1	SAMPLE FORMAT FOR FILE FOLDER IDENTIFICATION.....
2-2	SAMPLE FORMAT OF A PUBLICATION LOCATOR SHEET.....
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SUPPLY SOP

CHAPTER 2

CORRESPONDENCE, PUBLICATIONS AND DIRECTIVES

2000. GENERAL INFORMATION

1. Miscellaneous Administrative Functions. Within the unit supply office, there are numerous administrative functions, beyond the routine functions of requisitioning, receiving, etc., which must be accomplished. These administrative functions pertain to general correspondence, filing, and the management of publications directives

2. Supply Administration Clerk

a. The supply administration clerk operates directly under supervision of the supply chief and is responsible for:

(1) All matters pertaining to the typing and filing of correspondence and messages.

(2) The requisitioning and maintenance of the publications and directives library.

b. In small supply accounts, the supply administration clerk also performs the duties of the technical research clerk.

2001. CORRESPONDENCE

1. Preparation of Miscellaneous Correspondence

a. General Information. There are numerous types of correspondence at the using unit supply office. Typical correspondence includes: letters, naval speedletters, messages, memorandums, etc.

b. Preparation. Correspondence will be prepared per the instructions contained in SECNAVINST 5216.5, Naval Correspondence Manual.

2. General Correspondence File

a. General Information. To ensure availability and ready access to information, the supply officer will maintain an orderly correspondence file.

b. Maintenance of Correspondence File. The general correspondence file will be maintained per the instructions contained in SECNAVINST 5210.11, Department of the Navy Standard Subject Identification Codes; SECNAVINST 5215.5, Disposal of Navy and Marine Corps Records; and MCO 5210.11, Record Management Program for the Marine Corps.

c. Filing Requirements. Supply officers will ensure that a copy of all correspondence submitted and received is filed in the general correspondence file per references listed above.

d. Establishment of the General Correspondence File. In order to comply with the formentioned orders and to maintain uniformity within the Division, the following procedures will be adhered to:

(1) Subject identification labels will be placed on the left corner of folder tabs. See figure 2-1.

(2) Place record retention standards labels on the right side of folder tabs. See figure 2-1.

(3) The center space of the folder tabs is to be utilized for the opening and closing dates of the record. The closing date will not be posted until the file is actually closed. See Figure 2-1.

(4) When filing capacity has been reached, close the folder by annotating the closing date. A continuation folder will be established if required.

2002. TECHNICAL PUBLICATIONS

General Information

a. Once a demand is received from a customer, the responsibility for determining the correct NSN or part number to be used on a requisition rests with the supply officer.

b. The supply officer is required to have reference publications to research and determine the proper NSN/part number required to support the maintenance/replacement of any item of equipment held or rated by the unit.

c. The Technical Research Section of the using unit supply office will maintain current copies of end item components lists (SL-3s) for all end items rated on the unit Table of Equipment (T/E) or held by the unit. The maintenance shop will maintain repair parts lists (SL-4s) and Technical Manuals (TMs) for those items. The TMs are only required when there are no SL-4s for the end item. Only those TMs listing repair parts within the unit's echelon of maintenance will be maintained.

d. Reconciliation of the SL-1-2. Upon receipt of a new SL-1-2, the technical research/administration clerk will check each publication on file against the new SL-1-2. Deleted publication will be removed and destroyed. If a required publication/directive is not on-hand, it will be inserted in the publication binder in which the publication would be filed if on-hand (see figure 2-2 and MCO P5215.1, Marine Corps Directives System). Finally, annotate the document number of the publication requisition on the locator sheet in the space used to indicate location.

2003. DIRECTIVES AND PUBLICATIONS

1. Maintenance Procedures

a. All Marine Corps directives will be maintained per MCO P5215.1, Marine Corps Directives System.

b. Directives held by the organic supply sections will be filed per MCO P5215.1 and this Manual. Organic accounts within the Division may maintain directives in either of the following manners.

(1) Filed in numerical sequence within each command by (latest bulletins in front of orders with same SSIC).

(2) Interfiled by originating activities in order of command seniority.

c. Rotating battalions will maintain directives which are geographically-unique to Okinawa, (i.e., MARFORPAC/Regimental/Group/Division/Wing etc.) in separate binders. These directives will remain within the local account when the unit rotates.

d. Detailed instructions outlining actions required upon receipt of cancellations and changes, the use of cross reference sheets and filing of joint publications are outlined in Chapter 5 of MCO P5215.1.

e. Checklist bulletins of effective directives (NAVMC 2761 will be used per the "action" paragraph of each such bulletin.

f. The requisitioning of publications is the responsibility of the supply section. These responsibilities include the functions of follow-up, status control, maintenance of a pending file, and back order validation.

g. Directives and publications will be requisitioned per NAVMC 2761, MCO P5600.31 (Marine Corps Publication and Printing Regulations) section III and MCO 4400.84, chapter 11.

2. Publication Listing (P/L)

a. General Information. The P/L is a computerized listing (printout) which is published annually, or as changes occur, by Headquarters Marine Corps. This printout provides the unit with a listing of what HQMC has registered as the unit's authorized quantities of publications. This listing provides quantities of publications authorized.

b. Internal Distribution of Publications (IDL). Distribution of publications within the unit is accomplished by using an internal distribution list. This list should be established by the S-1 Officer. The list contains publications control numbers and the quantities allocated to the sections within the using unit. The

Supply Officer will request allowances for publication control numbers required to effectively operate the account. This request will be in writing, addressed to the Commanding Officer (Attn: S-1).

(1) Semi-annually, the Supply Officer and Supply Chief must review the unit's internal distribution of publications. During this review, the following questions must be answered:

(a) Is the supply account on the distribution list for publications required for day-to-day operations?

(b) Are the quantities sufficient to support day-to-day requirements?

(c) Are any quantities excessive?

(2) Upon completion of this review, the Supply Officer will forward to the Commanding Officer (Attn: S-1) a listing of supply related publications that need to be deleted, added, or have the quantity changed on the internal distribution list. This letter should cite ample justification for each recommended change. The S-1 Officer should forward a written request to HQMC for necessary changes to the P/L to satisfy the unit's publications requirements. Only request for changes of allowance need to be submitted on the letter which the Supply Officer forwards to the S-1 (see figure 2-3). Request for changes should be filed with the basic letter addressed in paragraph 2003.2c above.

2004. REQUIRED PUBLICATIONS AND DIRECTIVES

1. General Information. In order to perform day-to-day research, both technical and general, the supply section will require certain publications and references.

a. FMF SASSY Accounting Manuals. The below listed orders/users manuals provide detailed technical guidance and procedures for SASSY operations:

(1) UM 4400-123, Marine Corps Users Manual, FMF SASSY Management Unit Procedures

(2) UM 4400-124, Marine Corps Users Manual, FMF SASSY Using Unit Procedures

b. Marine Corps Supply Policy Manual. MCO P4400.150D, Consumer Level Supply Management Policy Manual, prescribes policies and regulations for the management and control of supply operations.

c. Food Service and Subsistence Management Manual (MCO P10110.14). This manual contains instructions for the administration of Marine Corps subsistence programs at all management levels. Supply personnel will be concerned, primarily, with those portions of the

manual which deal with accounting for packaged operational rations (POR), sale of POR, and trioxane fuel.

d. Individual Clothing Regulation (MCO P10120.28). This manual contains instructions, regulations and administrative data affecting individual clothing matters. Supply personnel will be concerned, primarily, with those portions of the manual which deal with minimum prescribed clothing and cash/checkage sales procedures for missing individual clothing.

e. Tables of Equipment (T/E's). These are the official, CMC-approved listings of Type I and II allowances for Marine Corps organizations with organic property accounts. The T/E's are extracted from the Equipment Allowance File (EAF), which is updated monthly by means of a change tape provided by HQMC. Printouts of the updated T/E's are provided to each unit quarterly by Division Supply. As outlined in MCO 4015.185, the T/E's, as extracted from the EAF, are the only official allowances for Marine Corps ground equipment. (The only exceptions to this policy is when a unit has received an approval letter from CMC for a modification but the allowance and change has not yet appeared in the EAF or when Type II allowances have been modified locally by Division Supply Instructional letters. Also, new equipment allowances may appear in the Advance Logistic Order).

f. Table of Organization (T/O's). These are the official, CMC-approved listings of personnel authorized for each Marine Corps organization. The basic printed T/O (or the Microfiche version) must be retained by the unit S-4 since it identifies the authorized echelons of maintenance within the unit; however, the T/O data required by the unit supply officer consists of the total number of T/O weapons, by type, and the total number of Marine Corps and Navy personnel rated by the unit. These numbers are required for determining allowances for those items rated in the unit T/E on the basis of "one (or two) per individual" or "as per T/O". The S-1 can obtain computer printouts of the most recent T/O by submitting a request to the Division Information Systems Management Officer (ISMO). Although such T/O printouts can be obtained as frequently as desired, the unit supply officer only needs a copy of the T/O that Division has designated to be the one that adjustments will be made from for the current year. Paragraph 2001.6 of MCO P4400.150D states that, in order to preclude the per-individual allowances from changing each time the T/O strength changes, each MEF should designate one month in the year which will be used as the basis for computing such allowances; whatever the computed per-individual allowances are in the designated month, they will remain fixed for the remainder of that year. The month chosen by the CG, III MEF as the base month is August.

g. Marine Corps Stock Lists (SL's). The Marine Corps Stock List series consists of the following publications, each of which is tailored to meet a specific supply requirements:

(1) SL-1-2, Index of Authorized Publications for Equipment Support. This SL is published quarterly in microfiche format and provides the following information:

Index of item designator (ID) numbers.

(b) Cross reference list of equipment nomenclature to ID numbers

(c) Cross reference list of equipment nomenclature to authorized maintenance publications.

Index of superseded or rescinded publications.

(2) SL-1-3, Index of Publications Authorized and Stocked by the Marine Corps. This listing is also updated quarterly in microfiche format and provides the prefix control numbers and titles of all publications stocked at Marine Corps Logistics Base, Albany, GA. A list of superseded or cancelled publications is also provided.

(3) SL-3, Components List. These listings are used to determine the authorized components of all collection-type items or end items with collateral material. The supply officer will maintain a current and complete set of SL-3s for each item of equipment rated on the T/E and/or held by the unit.

(4) SL-4, Repair Parts List. These listings identify each repair part, by NSN, part number and nomenclature, that applies to a specific item of equipment. Manufacturer's codes and Source, Maintenance and Recoverability Codes (SMRC's) also are provided. The supply officer or appropriate maintenance shop will maintain a current and complete set of SL-4s as applicable to the T/E of the unit.

(5) SL-6-1 and 6-2, Applications Lists. These listings are used to identify end items, major components, secondary depot repairable items, and modification kits. They are revised semiannually by microfiche.

(6) SL-8, Special Lists. These listings provide information on groups of items which are functionally the same. One contains data on all types of blank forms used by the Marine Corps, and another SL-8 provides tariff sizes/quantities for such items as clothing, mountain climbing equipment and NBC gear. The following SL-8's are required to be maintained by supply:

SL-8-09993A (Blank Forms).

SL-8-09994A (Cold Weather)

SL-8-09991A (Tariffs).

h. Marine Corps Technical Instructions (TI). This publication provides technical instructions for a particular item (i.e., handling, storing and disposition). The following TI's are required to be maintained in supply.

(1) TI-01592C-15/1 (Compass, Magnetic).

(2) TI-04795-15/1 (Watch, Wrist).

(3) TI-04427B-15/1 (Compass, Magnetic).

i. Marine Corps Management Data List (ML-MC). This publication, published in microfiche form, provides standard supply management and requisitioning data for all items used by the Marine Corps which are managed by the Defense Logistics Support Center (DLSC).

j. Marine Corps Cross Reference List (RL-MC). This publication, published on microfiche, indicates which National Stock Number(s) apply to a particular reference number (e.g., manufacturer's part number) in the federal cataloging system.

k. Navy Stock List of Publications and Forms (NAVSUP Pub 2002). This microfiche is produced and issued on a quarterly basis (Feb, May, Aug, and Nov). Each edition supersedes and replaces the previous edition in its entirety. The NAVSUP Pub 2002 contains three (3) major sections. Each section is dedicated exclusively to the following categories of material:

Section 1 = forms

Section 2 = publications

Section 3 = NAVAIR technical directives.

l. Catalog of Publications (NAVMC 2761). NAVMC 2761 identifies Marine Corps directives and publications, including changes, currently in effect. It also indicates publication control numbers.

m. Marine Corps Publication and Printing Regulations (MCO P5600.31). This order contains policy, regulations, responsibilities and guidelines governing printing and publications. Chapter 3, section 3 of this order provides guidance on requisitioning of publications.

n. Controlled Item Management Manual (MCO P4400.82). This Manual provides instructions for the management and reporting of controlled items.

o. Flag Manual (MCO P10520.3). The flag Manual sets forth the designs and prescribes the use, display and requisitioning of flags, guidons, streamers, and miscellaneous accessories used within the Marine Corps for colors and standards.

p. Marine Corps Serialized Control of Small Arms (MCO 8300.1). This order provides guidance and reporting instructions for the control of specified small arms within the Marine Corps.

q. Personal Effects and Baggage Manual (MCO 4050.38). This order provides instructions for the collection, identification, control, disposition, and reporting of personal effects and baggage.

r. Uniform Material Movement/Issue Priority System (MCO 4400.16). This order provides the basis for assignment of requisition priorities.

s. Marine Corps Warehousing Manual (MCO P4450.7). This order promulgates standard procedures to be used by Marine Corps activities for the field storage and warehousing of supplies.

t. MIMMS/Field Procedures Manual (MCO P4790.2). This order promulgates policy and procedures for the management of ground equipment maintenance in field units of the Regular Establishment and ground/aviation units of the Selected Marine Corps Reserve.

u. Missing, Lost, Stolen, Recovered Government Property; reporting of (SECNAVINST 5500.4). This instruction prescribes procedures for reporting missing, lost, stolen, or recovered (M-L-S-R) Government property.

v. SOP for Logistics (DivO P4400.13). This order provides guidance for the movement and maintenance of equipment in Division parts. It includes information on acquisition, storage, movement, distribution, and disposition of material.

w. SOP for Supply (DivO P4400.22). This order promulgates standard operating procedures for supply within the 3d Marine Division.

x. Property Control Procedures (BO P4400.15). This order promulgates procedures to be used in acquiring, maintaining, and disposing of garrison/base property on loan to Division units from Marine Corps Base, Camp Butler while in garrison.

y. Missing, Lost, Stolen, or Recovered Property (M-L-S-R); reporting of (BO P4400.13). This order provides guidance and procedures for reporting missing, lost, stolen, or recovered garrison/base property.

z. Policy for Management of Individual Combat Meals (MCO 10110.40). This order provides guidance concerning the management of packaged operational rations and trioxane fuel bars.

aa. Standard Operating Procedures for Packaged Operational Rations and Fuel Bar, Trioxane (POR/FBT) (GruO P10110.14). This order provides guidance on requisitioning training and typhoon rations.

bb. MCB, Camp S. D. Butler Dispensing System for U. S. Government Vehicles and Bulk Fuel Delivery System (BO 10341.1). This order provides guidance relative to the acquisition of POL products on Okinawa.

cc. MUMMS Special Program Manual (MCO P4400.84). Chapter 11 of this order provides guidance concerning the acquisition of publications.

dd. Supply Newsletter. Newsletters are published every other month by this headquarters. They are informative in nature and are to be maintained as a ready reference.

ee. SASSY Notices. The SASSY Management Unit, 3d FSSG publishes SASSY Notices (Using Unit Letters or Customer Service Bulletins), as required. These notices will be maintained until the changes therein have been incorporated in the appropriate Marine Corps orders and/or bulletins.

ff. Division Supply Instructional Letters. These letters are published by Division Supply to provide guidance on specific problem areas not covered in already-existing directives. These letters are directive in nature and must be retained until the guidance is incorporated into a formal order or until cancelled by Division Supply.

gg. The below listed additional publications are required to be maintained at Supply:

MCBul 3000.
MCO 4430.3.
MCO P5215.1.
MCO P5215.17.
MCBul 10110.
UM 4400-15.
UM 4400-71.
UM 4790-5.
DoD 4145.19-R-1
BO 10120.1.

2005. RETENTION OF LISTINGS, REPORTS, AND FILES

1. General Information. Figure 2-4 displays minimum retention periods for specific supply-related listings, reports and files. While using unit personnel may elect to retain some documents longer, the retention periods listed herein are considered sufficient for audit/research purposes. Maintaining excessive records serves little purpose, consumes valuable storage space and imposes added administrative burdens on personnel.

2006. PROCEDURES FOR MAINTAINING THE PENDING/COMPLETED PUBLICATION REQUISITIONS FILES

1. Document log books (i.e., the green cover, legal type log books) will no longer be used to control document numbers used to requisition publications. Instead, using the procedures outlined below, the End User Computer Equipment (EUCE) Passed Edit Listing or Courier Print Out Listing from Publications Library Maintenance System (PLMS), will be used to control and account for document numbers used to requisition publications.

a. "Pending No-Status" Section. The EUCE Passed Edit Listing or PLMS, will be used as a "Pending No-Status" Section of the publication requisitions file and will be clearly labeled as such.

(1) Each Passed Edit Listing or Courier Printout which contains publication document numbers will be retained and pages of these listings will be constructively numbered (i.e., if the last page of one listing is numbered 5, the first page of the next listing will be numbered 6).

(2) In order to simplify subsequent reconciliations with the separate commodity shops, the supply section should batch publications by commodity shops and run each shop's publications requisition on separate couriers. This will produce a publications requisition portion of the Passed Edit Listing which contains documents for only one commodity shop per listing. For units using PLMS, the supply section will create a SMU courier after assigning document numbers to each commodity courier.

b. "Pending with Status" Section. Marine Corps Logistics Base, Albany, GA is now producing status listings for publication requisitions which reflect due-in, cancellation/rejection and backorder statuses commingled. These status listings will be provided to the unit on the SASSY unmatched Federal Stock Number (FSN) listing. In order to receive these listings the unit must ensure they use media and status code "s". When listings are received, they will be processed as follows:

(1) Annotate the original Passed Edit Listings to reflect the statuses received on the MCLB, Albany listings.

(2) Once the original Passed Edit Listings or Courier Printouts have been annotated, file the MCLB, Albany listings in the "Pending With Status" Section of the publications requisitions file by date and number the pages consecutively. If the unmatched FSN has transactions other than publication statuses, units will be given a copy of the listing and maintain it with publications. The original will be filed with SASSY files. Units using PLMS will load all status received into the PLMS in order to help mechanize the follow-up procedures only after the courier print out has been attached.

c. "Cancellation/Reject" Section. Marine Corps Logistics Base (MCLB), Albany is now producing a commingled status listing. A copy of the listing along with all cancellations (AC1's) will be submitted by the unit and placed in the "Cancellation/Reject Status" Section. These status listings, when received, will be processed as follows:

(1) Annotate the information reflected on the MCLB, Albany listings onto the original Passed Edit Listings or Courier Printout submitted.

(2) If submitted a cancellation request, annotate the original Passed Edit Listing or Courier Printout to effect that a cancellation has been requested. Units using PLMS will request 45 day follow-up. The PLMS will automatically produce the appropriate "AT or AF" transactions for all documents.

(3) Once all required annotations have been made, file the MCLB, Albany listings and Cancellation requests in date sequence in the "Cancellation/Reject" Section.

2. Follow-Ups. If the publication or, at least, updated status has not been received within 45 days following the document draft date of the requisition or date of the last status, a publication requisition follow-up (DIC AT4 or AF1) will be submitted. Units using PLMS will request 45 day follow-up. The PLMS system will automatically prepare the appropriate "AT or AF" transaction for all documents.

a. After appearance of the follow-up transaction(s) on the Passed Edit Listing or Courier Printout, the listing containing the follow-ups will be filed with the other Passed Edit Listings (i.e., in the "Pending" Section of the file), and the pages, again, will be numbered consecutively. The Document Identifier Code (DIC) of the follow-up, the date submitted, and the page number of the follow-up listing will be annotated alongside the document number on the original Passed Edit Listing or courier printout.

b. When a follow-up is submitted on a publication that already has been shipped, "BF" (no record) status will be provided by MCLB Albany. Therefore, if valid status (BB) previously has been received for a specific document, wait 30 days after "BF" status is received before resubmitting the requisition under a new document number; this will allow time for you to receive any publications that might already be in the mail. PLMS will automatically resubmit your requisition for you.

3. Retention. Listings placed in the Publications Requisitions File will maintained for 2 years.

4. Reconciliation. The supply section will conduct a reconciliation with each supported commodity section using the following procedures:

a. The Passed Edit Listings or Courier Printout in the "Pending" Section of the Publication Requisitions File, annotated with the latest status and/or follow-up action, will be used as the source documents for reconciliation of publication requirements. In accordance with paragraph 1a (2) above, the supply section should have on file one or more Passed Edit Listing which contains publication requisitions applicable to each separate commodity shop. A copy of each such Passed Edit Listing will be provided to the appropriate commodity section representative during the reconciliation session. These copies will be retained by the commodity shops as their record of publications on order. Units using the PLMS system will require a reconciliation list that will be printed for the reconciliation. The commodity and Supply will verify the status listed with the annotated Courier Printout and will both sign the Courier Printout. Supply will maintain the copy of this reconciliation.

b. Every two weeks the commodity section representative will report to the supply section with their copy of the Passed Edit Listing or section courier to conduct the reconciliations.

(1) During the reconciliation, the commodity section representative will annotate the latest status/follow-up action for each document on his copy of the Passed Edit Listing (commodity section's copy). PLMS will load the latest statuses as input by supply to the commodity courier and produce a reconciliation printout

(2) Upon completion of the reconciliation, the supply and commodity section's publication clerk will both sign and date the back of each Passed Edit Listing (both the supply office and the commodity section copies) used during the reconciliation. PLMS will create a reconciliation listing that requires both supply and commodity signatures and dates.

c. Follow-up action required as a result of the reconciliation will immediately be prepared and inducted by the supply office. A copy of the follow-up Passed Edit Listing or Courier Printout also will be given to the appropriate commodity section publications clerk. The supply section clerk then will ensure that the annotation action outlined in paragraph 2a preceding is taken.

2007. BACKORDER VALIDATION (BOV) PROGRAM FOR PUBLICATIONS. The BOV is sent out by the Marine Corps Stock Point (MAX) twice a year on 1 March and 1 September. The BOV is validated in the following manner.

1. Step One. Validate the BOV with the pending backorder file and the commodity section to ensure the requisitions are still required.

2. Step Two. Validate the BOV File. An AT4 follow-up transaction will be submitted for all valid requisition contained in the pending file but not resident on the BOV. A copy of the Passed Edit Listing will be supplied to the commodity section.

3. Step Three. Now that the requisitions are determined to be valid or invalid, the reconciliation has been completed. Annotate the BOV listing on the left side with either AE1 for publications still required or AC1 for desired cancellations. The publications identified with AE1 on the BOV will have BOV and date annotated on Passed Edit Listing or Courier Printout.

4. Step Four. You will submit the original copy of the annotated BOV listing by cover letter to the Division Supply Officer (Attn: Operations Officer) for consolidation and return to Marine Corps Stock Point (MAX). Failure to return the BOV listing will result in the cancellation of all requisitions contained therein. The remaining copy of the BOV listing will be filed by the supply section.

2008. DODAAD CHANGE NOTIFICATION

1. DOD 4000.25-D (DODAAD) is a directory of addresses and alphanumeric codes which identifies units and organizations throughout DOD, government agencies, and civilian contractors that requisition, ship, or receive materials; fund/pay bills; and/or account for DOD-owned supplies and materials. It is essential that each rotating battalion ensure the accuracy of the addresses listed in DOD 4000.25-D for that unit's NEW Activity Code (AC). JTDivO P3120.16 provides rotating battalions guidance pertaining to notification of HQMC; MCLB, Albany, GA; and NWSC, Crane, IN, of address/AC changes.

2. It is the responsibility of each battalion departing 3d Marine Division for CONUS to submit DODAAD changes in the format provided in figure 2-5, at least 45 days prior to leaving. The DODAAD change message will be submitted to the Division Supply Officer (G-4SUP) for review, and appropriate action. The following definitions, extracted from MCO 4420.4H, will help clarify the various addresses/codes, as they are listed in DOD 4000.25-D:

a. Type of Address Code (TAC) 1 - Address to be used for mailing material (parcel post) or documentation. For example:

AC	TAC-1 ADDRESS
M11210	First Bn, Seventh Mar First MarDiv, FMFPAC Unit 92278 Twenty Nine Palms, CA 92278
M12151	HQ Co, Sixth Mar Second MarDiv, FMFLANT Unit 20095 Camp Lejeune, NC 28542-5507
M13130	Third Bn, Third Mar First MarBde, FMFPAC Unit 63012 Kaneohe Bay, HI 96863

b. TAC 2 - Address to be used for freight shipments. All units returning to CONUS are required to submit a TAC 2 address designating the supporting traffic management/receiving address. For example:

AC	TAC-2 ADDRESS
(1) M11210	Traffic Management Officer M/F First Bn, Seventh Mar Unit 92278 MCAGCC Twenty Nine Palms, CA 92278
(2) M12151	Traffic Management Officer M/F HQtrs Co, Sixth Mar Unit 20095 Marine Corps Base Camp Lejeune, NC 28542-5000
(3) M13130	Traffic Management Officer M/F Third Bn, Third Mar Unit 63012 First MarBde, FMFPAC Marine Corps Air Station Kaneohe Bay, HI 96863

c. TAC 3 - Address is used if the address to which billings are to be sent is different from the TAC 1 address, a TAC 3 address must be specified. The fiscal Accounting for FMF units is performed by a Consolidated Fiscal Accounting Office Based in their geographical areas (Camp Pendleton, Camp Lejeune, and Hawaii) and, since the activity code (AC) does not move with the deploying battalion, the fiscal accounting office which supports that AC will remain unchanged.

4. From the above definitions, it's easy to understand the importance of ensuring that the TAC 1 and TAC 2 addresses are current for your battalion's current AC. Simply put, if these addresses are not up to date, you will not get any of your supplies.

5. MCLB, Albany, GA is the designated service point for Marine units requiring changes to their TAC 1, TAC 2, and TAC 3 addresses. The system management branch (Code 802) is the activity where the change is actually affected. The format for requesting such changes is provided in figure 2-5.

6. Paragraph 3205 of MCO P5600.31 and paragraph 4 of NAVMC 2766 both state that deploying units will retain their unique 7 - digit Individual Activity Code (IAC) when deploying. The IAC is crucial to efficient distribution of publications and directives and should be referenced in any correspondence with HQMC concerning publications. Upon submitting the message to the Division Supply Officer for release, deploying battalions should cease submitting requisitions for publication until arriving at their new location.

7. COMMARCORPLOGBASES, Albany, GA (802) will notify, the Commandant of the Marine Corps (HQSP-2) and NAVSURFWARCENDIV Crane, IN (2054) of DODAAD revision request. There is no need to put these addressees on DODAAD message.

SUPPLY SOP

1000 MILITARY PERSONNEL
(General)

Opened: 01 Jan 1988
Closed: 31 Dec 1988*

TEMP. SECNAVINST 5212.5B,
Part II, Chap 1,
Para 1000, (2) - 2 years
Dispose of: 01 Jan 1990*

FY-FY

7000 FINANCIAL MANAGEMENT
(General)

Opened: 01 Oct 1988
Closed: 30 Sep 1989*

TEMP. SECNAVINST 5212.5B,
Part II, Chap 7,
Para 7000, (2) (a) - 2 years
Dispose of: 01 Oct 1991*

10110 SUBSISTENCE
(General)

Opened: 01 Oct 1988
Closed: 30 Sep 1989*

TEMP. SECNAVINST 5215B,
Part II, Chap 10,
Para 10000, (2) (a) - 2 years
Dispose of: 01 Oct 1991*

*NOTE: These dates should not be entered until you actually close out the folder in order to start a new calendar or fiscal year or to open a continuation folder.

Figure 2-1.--Sample Format for File Folder Information

SUPPLY SOP

(Date)

LOCATOR SHEET

Subject: _____

Location: _____

- Notes:
1. Upper right corner enter subject ID and consecutive (point) number, including prefix letter "P" for manuals and "O" or "OO" for classified directives. Include date of directive/publication.
 2. Subject will be listed same as that of basic directive/publication unless subject itself is classified, in which case, the word "Classified" shall be inserted in lieu of subject.
 3. Location ladder reflects sections(s)/sub-section(s) where directives/publications are held. Total must agree with authorized allowance for directive/publication.

Figure 2-2.--Sample Format of a Publication Locator Sheet.

SUPPLY SOP

UNITED STATES MARINE CORPS
Headquarters Battalion
3d Marine Division, Unit 35801
FPO, AP 96602-5801

4400
(Date)

From: Supply Officer, (Unit)
To: Commanding Officer (Attn: S-1)
Subj: PUBLICATIONS/DIRECTIVES ALLOWANCE CHANGE REQUEST
Ref: (a) MCO P5600.31
(b) MCO P5215.1
(c) (Your internal distribution document/letter)

1. Per references (a) and (b), a review of the publications and directives currently authorized this section has been accomplished. The following changes to reference (c) are requested.

Publications Control Number	Present Allowance	Requested Allowance	Justification
308 075704 00	001	003	Required by 12 clerks to perform their daily duties.
482 747875 00	001	004	Same as above.
242 212682 00	003	001	Required only for occasional research.

I. M. BOSS

Figure 2-3.--Sample Format of a Publication/Directives
Allowance and Distribution Change Request

SUPPLY SOP

Record Type	Retention Period
A. Requisitions and Supporting Documents	
1. Requisitions to Military Source of Supply of Federal Supply Service	2 years after completion or cancellation
2. DD Form 1155 (\$2,500 or less)	3 years after completion of action
3. SF 44 (\$2,500 or less) Originated by Supply Officer or Purchasing and Contraction Officer	3 years after completion of action
4. Invoices Received and Prepared	2 years
5. Reports of Property Received	2 years
B. Voucher Files and Supporting Documents	
1. Cash Sales Vouchers	5 years
2. Adjustment Vouchers	2 years
3. Money Value Gain/Loss Report	2 years
4. Checkage Sales Vouchers	5 years
5. Investigations	5 years
C. Mechanized Listings Associated with Requisitions	
1. Due and Status File	
a. Document Sequence	6 months
b. NSN Sequence	6 months
c. Demands Lists	Current + 4 previous lists
2. Daily History Listing	2 years
3. MIMMS Daily Transaction Listing	30 days

Figure 2-4.--Minimum Retention Periods for Reports/Files/Listings.

SUPPLY SOP

Record Type	Retention Period
4. MIMMS Daily Process Report	30 days
5. DASF Inquiry/Exception Report	6 months
D. Listings/Files Associated With Purpose Code	
1. Mechanized Allowance List Over/Short Report	1 year
2. Consolidated Memorandum Receipt	1 year
3. Interim Receipts	1 year
4. Retail Inventory File (old RUAF)	Current
5. Responsible Officer Letters of Delegation	Current
6. Subsidiary Records	Until equipment is issued
7. Controlled Item Notice	6 months
8. TAM Exception Report	6 months
9. LUAF Exception Reports	6 months
10. NAVMC Forms 10359 (temporary loans)	Until equipment is returned
11. NAVMC Forms 10577 IMR (E) cards	Current
E. Listings/Files Associated With Purpose Code	
1. Balance Record Freeze	Current + 1 previous list
2. Balance Analysis LUBF	1 year
3. Edit Error Listing	6 months
4. Unmatched NSN Listing	6 months

Figure 2-4.--Minimum Retention Periods for Reports/Files/
Listings--Continued.

SUPPLY SOP

Record Type	Retention Period
5. LUBF Exception Reports	6 months
6. Recycle Transaction Listing/Summary Report	6 months
7. Daily/Cumulative Unit Performance Reports	1 year
F. SASSY Passed Edit Listing for Publications	2 years from last entry
G. Personal Effects Inventories/Records of Shipment (Except Deceased = 5 years)	2 years
H. Commanding Officer's Certificate of Relief	5 years
I. Supply Officers/Relief Letters	5 years
J. Letters of Appointment and Revocation of Agents	5 years after an agent ceases to serve
K. Letters of Appointment and Revocation of Audit and Verification Officers	5 years after an agent ceases to serve
L. Letters of Appointment of Personal Effects Inventory Board	Current
M. Letters of Surprise Audit and Verification of Public Funds	5 years
N. NAVMC Forms 10849, FMF Warehouse Control Cards	Current
O. Pending Copies of Transactions	Until transaction appears on exception/edit error listing or updates desired file

Figure 2-4.--Minimum Retention Periods for Reports/Files/
Listings--Continued.

SUPPLY SOP

Record Type	Retention Period
P. Reports of Inspection/Analysis	2 years
Q. Naval Correspondence	2 years
R. Naval Messages	6 months
S. Newsletters	2 years
T. Division Supply Instructional Letters	Until cancelled
U. NAVMC Forms 708 Stock Record and Inventor Control Cards (MRE's)	2 years
V. Crane Reporting with Supporting Documents	2 years
W. Miscellaneous Listings	
a. DASF Dump Microfiche	1 year
b. DASF Exception Listing	6 months
c. DASF Review Error Listing	6 months
d. DASF Inquiry Reply	6 months
e. Loaded Unit Balance File	1 year
f. SASSY Transaction Passed Edit Listing	1 year
g. GIDF Exception/Inquiry	6 months
X. Memorandum Fiscal Records	5 years

Figure 2-4.--Minimum Retention Periods for Reports/Files/
Listings--Continued.

SUPPLY SOP

FM REQUESTING UNIT

TO CG THIRD MARDIV//G-4SUP//

REQ REL

FM CG THIRD MARDIV//G-4SUP//

TO COMMARCORLOGBASES ALBANY GA//802//

INFO COMMARFORPAC//G-4//

CG III MEF//G-4SUP//

CG FIRST/SECOND MARDIV OR FIRST MARBDGE (AS APP)

CG THIRD FSSG//G-3/SSE//

THIRD SUPBN//SMU//

NINTH/FOURTH MAR (APPROP 3D MARDIV REGT)

SEVENTH MAR (APPROP REGT)

REQUESTING UNIT

UNCLAS//N04400//

MSGID/GENADMIN/G-4SUP//

SUBJ/: DODAAD REVISION REQUEST//

REF/A/DOC/DOD 4000/25-6-M/DTD/890101//

REF/B/DOC/MCO 4420.4H//

AMPN/REF A IS DODAAD//

RMKS/1. PER REF A AND B, FOL DODAAD REVISION IS REQD, WITH AN
EFFECTIVE DATE OF _____.

Figure 2-5.--Sample Format of TAC-1/TAC-2/TAC-3 Address Change for
Rotating Battalions.

SUPPLY SOP

AC	IACN	TAC-1 ADDRESS
M11210	4125019	FIRSTBN, SEVENTH MAR
(AC YOU WILL	(DOES NOT	FIRST MARDIV, FMFPAC
		UNIT 92278
ASSUME UPON	CHANGE)	TWENTY NINE PALMS, CA
RTN TO CONUS)		92278 (YOUR NEW PLAIN LANGUAGE MAILING
		ADDRESS FOR PARCEL POST/DOCUMENTATION)
		TAC-2 ADDRESS
		TRAFFIC MANAGEMENT OFFICER
		M/F FIRSTBN, SEVENTH MAR
		UNIT 92278
		TWENTY NINE PALMS, CA
		92278 (YOUR NEW PLAIN LANGUAGE MAILING
		ADDRESS FOR FREIGHT SHIPMENTS
		TAC-3 ADDRESS
		CONSOL FISCAL ACCT OFFICE M67446
		CAMP PENDLETON, CA 92055-5237

2. REQ TR/MOD OF ALL PUB RQNS ON B/O FOR ABOVE IACN TO REFLECT NEW MC/TAC 1 ADR.
3. REQ ADV ALCON WHEN DODAAD CH AND PUB TR/MOD IS COMP.
4. REQ DODAAD REVISION BE COORDINATED WITH CMC WASHINGTON DC/HQSP-2, AND NAVSURFWARCENDIV, CRANE, IN/2054.//

Figure 2-5.--Sample Format of TAC-1/TAC-2/TAC-3 Address Change for Rotating Battalions--continued.

SUPPLY SOP

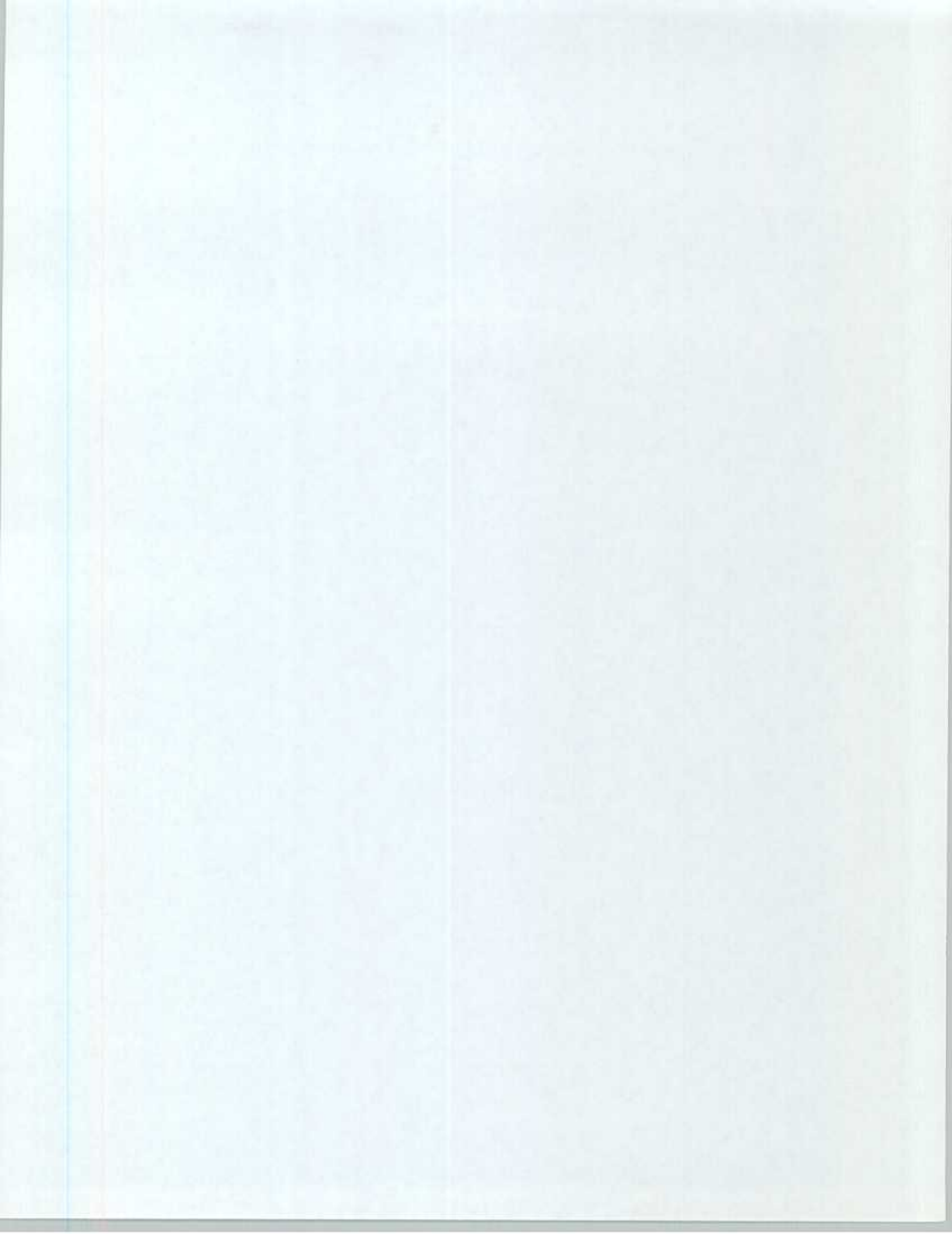
CHAPTER 3

DEMANDS PROCESSING

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FIGURE

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d. Certain non-system items (NSI) and services are requisitioned through the Marine Corps Base Purchasing and Contracting Officer.

e. Ammunition is requisitioned from the Ammunition Supply Point (ASP) at Camp Henoko, using procedures prescribed in DivO P8000.5, SOP for Ammunition, Class V(W).

f. Packaged Operational Rations (POR) are requisitioned from 3d FSSG using locally prescribed procedures, as set forth in chapter 11 of this Manual.

g. Depending on the supply source being used and the size of the supply account, any one of several individuals may manage the requisitioning function (e.g., MIMMS Clerk, Fiscal Clerk or Demands Clerk). However, the majority of the requisitioning is done by the MIMMS Clerk. When T/E allowance (Purpose Code "C") items are required, the Purpose Code "C" Clerk may prepare the requisitions, but they will be forwarded to the Additional Demands Clerk for induction, and the Additional Demands Clerk will manage the requisition thereafter. In this case, the Purpose Code "C" Clerk will be a "customer" to the Additional Demands Clerk, in the same manner as the responsible officers.

2. Terminology

a. Demand. A demand is nothing more than a request from a customer for an item necessary to fill a specific need. Several possible courses of action are available when a demand is forwarded to the using unit supply office by a supported section or responsible unit.

(1) The demand should be filled from "in-house" stocks if assets are available (i.e., Purpose Code "C" only).

(2) The demand may have to be passed to the SMU for processing when in-house assets are not available. The SMU will establish a backorder if unable to make an issue.

(3) If the demand is for DSSC stocks, subsistence, open purchase, or ammunition supplies, procedures explained in other chapters of this order will apply.

b. Backorder. A backorder is an "IOU" from the supplier to the customer for supplies or equipment items that temporarily are not in stock at the source of supply. The backorder is established on the files at the using unit level whenever a SASSY requisition or a MIMMS "4"-card transaction is submitted to the SMU and an immediate issue (i.e., fill) cannot be made. This backorder is visible either on the demands listing under the "BO QTY" column or on the DPR under the "QTY" column.

SUPPLY SOP

CHAPTER 3

DEMANDS PROCESSING

3000. GENERAL

1. The perception of the customer as to the efficiency of the supply operation is based chiefly on the ease with which requested supplies are obtained. Personnel working in the "Demands Processing Section" have a great impact on that perception because they ensure that required items are requisitioned, received and issued in a timely and efficient manner.

2. The speed and efficiency of the requisitioning process is based partly on how well additional demands are managed. Supply personnel use mechanized reports to manage additional demands, once they have been submitted, by correcting errors that appear on "exception" reports and by monitoring status that appears on status reports.

3. For ease of reference, specific topics related to demands processing are covered in the following subparagraphs:

TOPIC	PARAGRAPH	PAGE
Sources of Supply.....	3001.1	3-3
Terminology.....	3001.2	3-4
General Requisitioning Rules.....	3001.3	3-5
Types of Requisitions.....	3001.4	3-5
Use of Signal Code.....	3001.5	3-9
Use of Demand Code.....	3001.6	3-10
Requisitioning Items Managed by the DSSC.....	3001.7	3-10
Priority Utilization.....	3001.8	3-12

3001. DEMANDS/REQUISITIONS

1. Sources of Supply. There are many different sources of supply the using units, and each source requires the use of different procedures and methods to obtain the required support.

a. T/E allowance items and certain expendables are requisitioned, using SASSY and EUCE, from the supporting Sassy Management Unit (SMU).

b. SL-3 components and repair parts are requisitioned, using the MIMMS, from the supporting SMU. Some SL-3 components may have to be obtained from the Direct Support Stock Control (DSSC) Center at MCB, Camp Butler (e.g., hand tools).

c. Housekeeping and administrative supplies, hand tools, POLs, and clothing are requisitioned from the supporting DSSC activity using locally prescribed procedures.

c. Due. A "due" is established when a valid requisition is processed into SASSY (i.e., action is being taken to furnish the item from the General Account at the SMU or from an item manager). The "due" means the requisition is being processed by a higher supply source in order to obtain the needed item(s) for the using unit supply officer, who will use the "due", when received, to fill the backorder.

3. General Requisitioning Rules

a. Demands will be placed by the customer as the need arises.

b. Demands for a given NSN will be submitted only to fill a specific requirement or repair a single end item.

c. With the exception of pre-expended bin items, second echelon maintenance repair part demands will be placed for only the quantity necessary to effect the actual repair under a given ERO number.

d. First echelon parts/supplies will be requisitioned as the need arises and will not be batched, except as may be authorized by this headquarters.

e. When ordering repair parts for a specific ERO, the maintenance sections will not, under any circumstances, order a quantity greater than the maximum allowable for that end item, as shown in the applicable SL-4 and TM.

4. Types of Requisitions. Depending on the source of supply, the form/entry method used for a requisition may vary. The standard forms/entry methods used to requisition supplies/equipment are:

a. EUCE Diskette. This method of requisitioning is used for requisitions submitted into the SASSY system by the using unit, either directly or by MIMMS, with the exception of walk-through and controlled item demands (see paragraph 3001.8d of this Manual for walk-through procedures and paragraph 4003.4c for controlled items procedures).

b. NAVMC 10694, General Purpose Coding. This form is a four-part snap set. It is used to submit all walk-through requisitions to the SASSY system (see paragraph 3001.8d of this Manual for guidance on walk-through additional demands).

c. NAVMC 10925, ERO Shopping List. An (Equipment Repair Order) ERO must be opened by the applicable commodity shop when maintenance is performed. Repair parts to support that work are listed and requisitioned on an EROSL, NAVMC 10925. The EROSL is the source document for input of "4"-card transactions (i.e., MIMMS requisitions) into MIMMS. Units are required to prepare and submit EROSLs to their parent supply office. An EROSL must be made a permanent part of the ERO record.

(1) Format. The format for EROSLs is provided in figure 3-1.

(2) Distribution. MIMMS requisitions for repair parts and SL-3 components.

(a) Original. To the MIMMS input center within the using unit supply section (usually the MIMMS Clerk or the Additional Demands Clerk). Upon completing the induction of all documents on the EROSL into MIMMS/SASSY, the original EROSL will be filed in the MIMMS Pending Demands. The original will be returned to the requisitioner when all documents on it appear on the ADL/DASF.

(b) Duplicate. The duplicate copy, once annotated with the supply document numbers, will be returned to the maintenance section. The maintenance section, upon receipt, will discard the pending copy and attach the duplicate copy to the ERO. This provides document number confirmation that the demand has been received and processed through the supply section. This copy may be discarded when the original is returned.

(c) Triplicate. Filed in the MIMMS Pending Demands File to accommodate immediate processing and act as a back-up to the original sent to the input facility. When the original is returned to the maintenance shop, this copy may be used for further processing (i.e., for receipts and cancellations) or it may be discarded in favor of the General Purpose Coding Sheets.

(d) Quadruplicate. Sent to the Fiscal Clerk to maintain in the Fiscal Pending File to ensure a fiscal obligation is established.

d. DD 1348, Single Line Item Requisition System Document. This document will be used to prepare requisitions submitted for individual combat meals and trioxane fuel bars and will be completed in accordance with chapter 11 of this manual.

e. NAVMC 10628, General Purpose Coding Sheet. Either these sheets or the NAVMC 10694s may be used as a substitute for the EROSL in submitting MIMMS requisitions for SL-3 components to the unit's MIMMS-AIS keypunch facility.

f. 3d FSSG 4270/9 (6/79), Non-System Item (NSI) Shop Ordering Form. This form or something similar to it should be used by the commodity shops for requisitioning of the item.

(1) If the desired item part number can be crossed over to a local stock number on the NSI catalog, normal MIMMS/SASSY procedures will govern requisitioning of the item.

(2) If the desired item cannot be found in the NSI catalog Z05 and ZNS cards must be submitted. In order to facilitate such

5. Use of Signal Code

a. General Information. The purpose of the signal code is twofold: it designates the fields (card columns) that contain the Activity Address Code of the intended consignee ("Ship To" addressee) and the activity to receive the bills and effect payment ("Bill To" addressee), when applicable. Whatever signal code is used in a requisition, it must also be used in all documents resulting therefrom (e.g., backorder releases and receipts). Signal codes must be used in the following transactions:

Z01 requisitions.

MIMMS "4"-card requisitions.

Z2M redistributions.

D7 issues.

D6 receipts.

ZZZ backorder releases.

DHA usage transactions.

(8) MIMMS "8"-card transactions.

(9) A5J issue to disposal documents.

b. Signal Codes Used Within the Marine Corps

(1) SAC 1 Requisitions

(a) "A". Ship and bill to activity in CC 30-35

(b) "B". Ship to activity in CC 30-35, bill to activity in CC 40-45.

(c) "J". Ship to activity in CC 40-45, bill to activity in CC 30-35

(d) "K". Ship and bill to activity in CC 40-45.

(2) SAC 2 and SAC 3 Requisitions

(a) "W". Ship and bill to activity in CC 30-35.

(b) "X". Ship to activity in CC 40-45, bill to activity in CC 30-35.

(3) In special situations, use of other signal codes (e.g., "D" and "M") may be directed by this headquarters.

(d) The original and remaining copies of the DD 1149 will be approved in the following sequence:

- 1 Unit's Commanding Officer
- 2 Division Supply Officer
- 3 Division Comptroller.
- 4 Customer Service, SASSY Management Unit
- 5 MCB DSSC

(e) After the request has been approved at all levels, it is forwarded to the Contracting Office, Building 355, Camp Foster.

(f) The Purchasing and Contracting Officer will take the request and make the actual purchase. The unit will be notified when the item may be picked up.

(g) If the item to be open purchased warrants classification as a "walk-through" requisition, it must have been approved as such at all levels. If this is the case, the Purchasing and Contracting Officer will provide the unit with assistance to accomplish the purchase when the approved DD 1149 is delivered to Purchasing and Contracting.

(h) When the open purchase is completed and the supply officer has issued the gear to the RO, the receipt and issue transactions will be placed in the pending file folder for that request. The entire package then will be marked as "COMPLETED" and will be filed in a completed open purchase file. Documents in this file will be maintained for two years from date of completion.

(i) If, at any time, the RO notifies the supply officer that requested items are no longer needed, the supply officer will notify the Purchasing and Contracting Officer immediately to cancel the request. If the purchase cannot be halted/returned to the supply source, the unit must accept it and dispose of it through normal channels.

h. SDB 4402/3, Self-Service Shopping List. This form is used for requisitioning DSSC-managed items (see paragraph 3001.7). This form is not required unless local internal procedures require it.

i. Message, Speedletter, Telephone. When deployed, directed, or under special circumstances (e.g., for controlled items) a message or speedletter may be used for requisitioning. In exceptional cases, phone requisitions may be authorized.

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6. Use of Demand Codes

a. General Information. Demand codes are used on all requisitions to identify whether or not the SMU should compute Requisitions Objectives for these NSNs/quantities and stock them full-time in the General Account.

b. Recurring Demands. Recurring demands are those requirements that are repetitive in nature. For example, repair parts to maintain/repair a truck are of such a nature that they will be required repeatedly throughout the life cycle of the truck. Therefore, it is necessary/desirable that stockage be maintained at the supply source based on anticipated demand. Demand history for repetitive requirements is captured by citing a recurring demand indicator code ("R") on all MIMMS "4" transactions and SASSY requisitions (DIC Z01).

c. Nonrecurring Demands. Nonrecurring demands are those requirements that are known to be a one-time occurrence, such as modification kits/parts. Nonrecurring demands are identified by citing a nonrecurring demand indicator ("N") on the applicable MIMMS "4" transactions and SASSY requisitions.

d. Demand Code Assignment Rules

(1) Requisitions for materiel required to satisfy an initial issue deficiency are nonrecurring demands.

(2) Requisitions to replace individual equipment (782 gear) should be processed on a repetitive basis as recurring demands at the time the equipment is attrited (i.e., cash sales, issues to disposal, etc.). Requisitions for large quantities of equipment resulting from the supply officer's failure to process replacement requisitions on an as recurring basis must cite a nonrecurring demand indicator code.

(3) Requisitions for repair parts to repair authorized allowance items are recurring demands.

7. Requisitioning Items Managed by the Direct Support Stock Control (DSSC) Branch, MCB, Camp Butler

a. Self-Service Center. The Self-Service Center, DSSC at MCB, Camp Butler has been established to reduce the requirement for units to submit numerous requisitions for high-use items which have low unit prices and which are common to most units (e.g., pencils, paper, hand tools, etc.). Items at the center are normally requisitioned on a "fill-or-kill" basis. In order to use the Self-Service Center Issue Point (i.e., IP 99), a Notice of Delegation of Authority to Receipt for Supplies (DD Form 1687) must be on file at the DSSC Self-Service Center prior to a unit drawing supplies.

(1) Prior to making a self-service purchase the section will go to supply (with a list of items to purchase if internal control procedures have been established) to pick up the self-service card.

(2) Once the items have been purchased, a list of the items with the purchase cost will be provided at the cash register. The customer will receive a copy to return to the unit's supply section for obligation/expenditure purposes.

b. Requisitions for Controlled Blank Forms

(1) Organizational commanders at the battalion level are authorized requisitioning agents for controlled blank forms. Battalion commanders will designate, in writing, to the CG, MCB, Camp Butler (Attn: OIC DSSC) a primary and alternate representative to request and receipt for controlled blank forms. This letter must include a current photograph and sample signature of each designated representative (see figure 3-6).

(2) Controlled blank forms will be maintained by the unit supply officer and/or S-1 in locked storage, and a register/logbook will be maintained to reflect all receipt and issue transactions and receipt signatures for these forms (see figure 3-7). A monthly inventory will be conducted by an individual other than the custodian, and any shortages noted will be investigated.

c. Packaged POL. The DSSC also is the source of supply for division units for packaged POL products. Requisitions are processed on a walk-through basis at DSSC Issue Point 20, located at Building 360, Camp Foster.

d. Bulk Fuel

(1) The DSSC is the source of supply for division units' bulk fuel requirements. When buying fuel from the DSSC, the customer will present the appropriate form for the fuel required:

Local Stock Number (LSN)
of Appropriate Form

Nomenclature of Associated Bulk Fuel

0000 01 V05 1059	MOGAS
0000 01 V05 1056	Diesel
0000 01 V05 1057	10W-40 Oil
0000 01 V05 1058	30 SAE Oil
0000 01 V05 1180	50W Oil

(2) Two copies of the above appropriate form must be presented with the unit's plastic POL charge card to the station attendant for

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issue of the fuel. One copy of the completed form will be returned to the unit.

(3) The document number on the POL form should be assigned by the customer; however, the unit may allow the computer to assign a document number. Assignment by the computer does not provide the unit supply officer an audit trail for charges. He must accept whatever charges are received on the fiscal journals. Local unit SOPs must specify using procedures in this area.

8. Priority Utilization

a. General Information

(1) The assignment of requisition priority designators within 3d Marine Division will be in accordance with the current edition of MCO 4400.16G, as amplified herein. Commanding officers are responsible for the submission of timely requisitions to ensure that required material is on-hand to accomplish their assigned mission.

(2) Priority abuses will not be condoned. It is imperative that supervisory personnel become thoroughly familiar with the contents of MCO 4400.16G. Priority 02 walk through requisitions require approval of the Division Supply Officer only after the commanding officer or acting commanding officer has signed the requisition.

b. Priority Designator System

(1) 3d Marine Division Priority Designator Table. The below listed table shows the only priorities authorized in the 3d Marine Division.

<u>Force/Activity Designator</u>	<u>Urgency of Need Designator</u>	<u>Authorized Priority</u>
II	A	02
	B	05
	C	12

(2) Priority Assignment Criteria

(a) Priority 02 is authorized for requisitioning of:

1 Deficiencies of combat-essential weapons and equipment, as listed in the current Marine Corps bulletin in the 3000 series pertaining to the table of MARES logistics reportable items.

2 Items required for immediate installation/repair of mission-essential equipment, or direct support equipment necessary for the operation of mission-essential equipment, and without which the requiring activity is unable to perform assigned operational missions.

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3 As designated by commanders, those weapons and equipment items which support combat operations, the lack of which prevents a unit from performing its mission or degrades combat mission performance. The role such an item plays in the command's mission accomplishment, the purpose for which it is employed, and the number of items deadlined in relation to the number on hand, all of which may assume different significance in different environments, must be considered before a weapon or item of equipment is classed as combat essential. Such a designation is not necessarily permanent. It is an occasional event caused by the role the item plays at a point in time in affecting the combat readiness of a unit.

(b) Priority 05 is authorized for requisitioning items needed to:

1 Repair deadlined mission-essential T/E equipment or supporting equipment or material under conditions other than those set forth above.

2 Replace mission-essential T/E equipment and material.

(c) Priority 12 is authorized for:

1 Scheduled routine maintenance or modification of equipment where delays in receipt of parts will not cause the end item to be deadlined on NMCS status.

2 Requisitions for stock or non-mission essential material.

(3) Administrative Requirements

(a) Priority 02 Requisitions. The commanding officer or acting commanding officer of using units will personally review and sign all requisitions which contain priorities based on Urgency of Need Designator "A" to certify an inability to perform their mission. This review and certification will be accomplished before the release of requisitions, both MIMMS and SASSY, to supply sources.

(b) Priority 05 and 12 Requisitions

1 Commanding officers of using units will designate, in writing, a supply/maintenance responsible officer, as desired, to personally review and sign requisitions which contain priorities based on Urgency of Need Designators "B" and "C." This review and certification will be accomplished before release of the requisition to the supply source. Additionally, the designated person will sign the Passed Edit listing for all priority 05 and 12 requisitions.

2 The commanding officer will provide his unit supply officer with a listing of personnel, by billet or by name, who are authorized to review and sign requisitions with Priority Designators 05 and 12. This listing must be kept current and will be on file in the supply office.

3 For the purposes of reviewing/signing Priority 02 requisitions and designating individuals authorized to review Priority 05/12 requisitions, the commanding officer of a using unit is defined as the battalion commander or, in the case of the regimental headquarters company/battery, it will be the company/battery commander (i.e., a commander having an organic supply account). In some instances, regimental commanders may direct that all requisition priorities for their respective headquarters companies/batteries be assigned/approved by themselves. In such cases, they will be the only persons authorized to sign Priority 02 requisitions for the headquarters element.

c. Not-Mission-Capable-Supply (NMCS) and Anticipated Not-Mission-Capable-Supply (ANMCS) Requisitions. The NMCS and ANMCS designators may be assigned to appropriate requisitions for repair parts to provide, in conjunction with the assigned requisition priority, an additional urgency-of-need "flag" to the source of supply. These indicators tell the supply source that the lack of this part is having critical impact on the equipment readiness of a unit. Requisitions which contain the NMCS/ANMCS indicators will be processed/filled by the supply source before any other requisitions with the same priority (i.e., a Priority 02 requisition with a NMCS or ANMCS indicator will be filled before a Priority 02 requisition without such an indicator).

(1) Criteria for Assignment of a NMCS/ANMCS Designator

(a) NMCS. This indicator may be used only when the repair part required is for a deadlined combat essential item of equipment or system listed in the current edition of MCBul 3000, that an associated item of equipment or system is not able to be used for its assigned mission for lack of this part, and a maintenance work stoppage has resulted on that equipment or system for lack of this part.

(b) ANMCS. This indicator may be used on a repair part requisition when it is anticipated that a combat essential item of equipment or system will enter an NMCS status within a known period of time if this part is not made available prior to that date. For the ANMCS indicator to be used, the associated equipment or system need not be deadlined at the present time or, if deadlined, a maintenance work stoppage need not exist.

(2) Quantity Authorized for NMCS\ANMCS Requisition. NMCS/ANMCS requisitions will be limited to the quantity of material required to return the deadlined equipment or system to an

operationally ready status. NMCS/ANMCS requisitions will NOT be submitted for replacement of end items or T/E deficiencies.

(3) Preparation of the NMCS/ANMCS Requisition

(a) All NMCS/ANMCS requisitions will be approved, in writing, by the activity commander (for Priority 02) or his designated representative (for Priority 05).

(b) Priority Designator 02 and 05 requisitions meeting the criteria for NMCS/ANMCS will contain the entry of either an alpha "N", to indicate NMCS, or an alpha "E", to indicate ANMCS.

1 For a SASSY Z01 requisition, the applicable entry will be placed in Card Column 62.

2 For a SASSY Z05 requisition, the applicable entry will be placed in Card Column 61.

3 For a MIMMS "4" card requisition, the applicable entry will be placed in Card Column 67.

(4) Expedited Handling. Priority Designator 02 NMCS requisitions meeting the criteria for expedited handling, as reflected in MCO 4400.16G, will be identified by entering "999" in Card Columns 62-64 of the SASSY additional demands transaction.

(5) Required Delivery Date

(a) A required delivery date (RDD) is a julian date which specifies when the material is actually required to be in the hands of the requisitioner to satisfy a time-sensitive requirement (e.g., a deployment).

(b) Entries in Card Columns 63-64 of NMCS/ANMCS SASSY requisitions will be used to indicate a short required delivery date, expressed in the number of days from the requisition date. Card Column 62 still contains the NMCS/ANMCS indicator (e.g., 35 days = N35).

(6) Weapon System Code (WSC). Weapon system codes will be assigned to all NMCS/ANMCS additional demands. The applicable WSC, as listed in the current Marine Corps bulletin in the 3000 series will be entered in Card Columns 21-22 of the SASSY Z01 transactions. The appropriate WSC will be assigned automatically by the computer for all NMCS/ANMCS requisitions input as "4" cards by MIMMS.

d. Walk-Through Additional Demands

(1) Walk-through additional demands will be submitted only when the requirement could not have been anticipated by the unit and when the lack of the item would prevent the using unit from being able to perform its mission. The only exceptions to this policy will be

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demands for industrial gases and medical supply blocks, the Authorized Medical Allowance List (AMAL), which are always handled as "walk-throughs" regardless of priority. Commanding officers of requisitioning activities must ensure that any requisition that is submitted as a "walk-through" meets this criteria.

(2) All priority 02 walk-through requisitions must be approved by the commanding officer/Division Supply Officer or the designated representative. For this approval, the using unit must provide sufficient written justification on the document to include a statement that the unit cannot perform its mission without the requested item.

(3) All priority 02 walk-through requisitions that have been approved by the Division Supply Officer will be taken directly to the SMU Customer Service. If the transaction is correct, it is then hand carried to the General Account Section of the SMU. There, SMU personnel will insert a Control Code of "1" in CC 67 of the requisition.

(4) The General Account will screen its assets at this time to find the needed item and issue it to the requesting unit.

(5) If the General Account cannot fill the request, then the walk-through requisition will be processed into the next update for passing to the next higher supply source.

3002. SASSY/MIMMS LISTINGS REQUIRED FOR MANAGEMENT OF ADDITIONAL DEMANDS

1. Due and Status File (DASF) Listings. The DASF listings are provided on a weekly basis by the SMU to manage requisitions submitted to the SMU. All SASSY requisitions submitted by the activity to the SMU for which back orders, dues, or both exist are reflected on the DASF. The DASF is provided in two sequences, Document Number and National Stock Number (NSN). The DASF by document number shall be used in the using unit as a working document in day-to-day operation and annotated to reflect action taken or initiated.

a. Document Number Sequence. This listing, in document number sequence, provides the most complete, accurate information concerning the activity's requisitions. Elements of data contained herein include a chronology of status received and back order validations conducted for the requisition.

b. NSN Sequence. The purpose of the NSN-sequenced listing is to facilitate the issue of receipts. All receipts of incoming supplies will be processed against this listing to ensure proper completion of back orders. It also identifies prime and substitute items with an on-hand and available-for-issue quantity which could be used to satisfy the demand.

c. Additional Demands List (ADL). The ADL is provided on a weekly basis by the SMU. The ADL may be used in lieu of or in conjunction with the DASF to manage all additional demands (less walk-through requisitions) submitted by the unit. The ADL is provided in four separate sequences.

(1) Document Number Sequence. This list displays, in document number sequence, those records on the DASF which have a using unit back-order. This listing displays the most current supply status and receipts to date.

(2) NSN Sequence. This list displays additional demands which have a using unit back order resident on the DASF in NSN sequence. The on-hand, available-for-issue quantities of both prime and substitute items held by the using unit are displayed after each back order entry if assets are available.

(3) ERO Number Sequence. This list displays, in ERO number sequence, using unit back orders on the DASF which relate to a particular ERO number. The ERO demand list is provided to reconcile outstanding requirements with the maintenance shops.

(4) Responsible Unit (RU) Sequence. This list displays for the unit those records which have a using unit back order on the DASF which contains an RU number (e.g., Y01) in the supplementary address field of the requisition. The RU demand list is provided to reconcile outstanding demands with the RUs. By reconciling the RU demand list with the RU and maintenance shops, a continuous Material Obligation Validation (MOV) is in process.

d. Daily History Listing (DHL). This listing is provided daily by the SMU. All transactions that passed through the SASSY Master Edit Cycle and processed against the SASSY files are listed on the Daily History. The Daily History is printed by affected AC in PNSN sequence and provides an image of the transactions as they process into the update.

e. Edit Error Listing (EEL). This listing is provided by the SMU on an "as required" basis. This listing provides supply personnel with a list of transactions that failed to pass through the SASSY Master Edit and gives the reason for the rejection. Explanations of the edit error codes assigned can be found on the legend accompanying the edit error listing, a statement for the appropriate code can be found in section 4 of part IV of the UM4400-124. The unit is responsible for correcting errors that appear on this listing. These errors will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transactions.

f. DASF Exception/Inquiry List and LUBF Exception List. These listings identify all DASF/LUBF exceptions (mismatched conditions) generated as a result of the inventory update. These listings are

provided by the SMU on an "as required" basis. The purpose of the exception code is to identify what exceptional conditions listed at the time of processing the exception coded transaction. These codes can be formed in section 4 of part IV of the UM4400-124. The unit is responsible for correcting all errors that appear on this listing. These errors will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transaction, if required. When a DASF exception listing is generated as a result of an inquiry (Z01), it will display the "due record" information.

g. DASF Review Error List. This listing is provided by the SMU on an "as required" basis. The printout provides the image of the transaction causing the list and a remark identifying why the list was produced. Some reasons are duplicate transactions, erroneous transactions or transactions too old for processing. Units should be especially concerned with D6T transactions which post to this listing because they are generating on-hand stocks on your LUBF.

h. Unmatched NSN Listing. This listing is provided by the SMU on an "as required" basis. Provides a listing of transactions which contained NSNs that are not resident on the Master Header Information File (MHIF). The unit is responsible for correcting errors that appear on this listing. These errors will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transactions.

i. Recycle Transaction Listing/Summary Report. This list identifies, in document number sequence, all transactions on recycle at the SMU. These documents will not process until the reason for recycle is corrected. A reason for recycle is an NSN that is frozen as a result of a B13 exception or by a ZZF transaction. Research and determine the cause of the B13 exception and take corrective action to unfreeze the NSN. Transactions that can be used to unfreeze an NSN are D8_/D9_ and ZUZ transactions. Recycle Reason Codes, which explain the reason for recycle, can be found in section 4 of part IV of the UM4400-124. The unit is responsible for correcting errors that appear on this listing. These errors will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transaction. This listing is provided by the SMU on an "as required" basis.

j. Balance Freeze Listing. This list identifies those records (NSNs) which are frozen. The Freeze Code is provided and states the reason for the record being frozen. Transactions will not process until the records are unfrozen, and documentation will be recycled until the records are unfrozen. Frozen NSNs are worked daily by working the Recycle Transactions Listing/Summary Report. This report is provided weekly by the SMU.

k. LUBF Balance Analysis Report. This listing is primarily intended for management of units operating stocks (Purpose Code "A")

which are not held by 3d Marine Division units. This report provides a breakdown of the account by the number of line items and their dollar value. In addition, the report provides the user with information concerning excess material on hand, due in, and total assets on hand within the account. This report is provided weekly by the SMU.

1. Initial Issue Provisioning Packages (IIP) and Critical Low Density (CLD) Items. Initial provisioning is the process by which initial supply support is furnished to the using unit for new items of equipment. Initial provisioning provides the using unit with the range and depth in repair parts, special tools, and supporting equipment. A separate file folder should be maintained for each project (identified by the three digit project number (i.e., A8M, B6P)). The file should contain the IIP Package listing obtained from the IIP Section of the SMU which should be annotated with the release date and the supported end item identified. Project Codes will appear on the units receipts for provisioning stocks. When receipts are received at using units for provisioning using DIC D6A transaction stocks, the unit will place the items in operating stocks Purpose Code A. Items which support CLD equipment are listed on the using unit's balance file with a fixed requirement code (RC). The RC also identifies the end item application(s) of the part. The first digit of the RC will be 1. The 2d through 4th digits will be either the initial issue provisioning project code, weapons system code, or a locally assigned three-character code which represents applications to more than one end item. The Requisitioning Objective (RO) will be loaded with the allowance level indicated in the project listing, the Garrison Operating Level (GOL) quantity. The Reorder Point (ROP) will be loaded one less than the RO. Both RO's and ROPs on the LUBF will be loaded with the same quantities (RO = 2 and MSL RO = 2/ROP = 1 and MSL ROP = 1). All items will be issued using advice code D7 on an EROSL Shopping List. This will cause an automatic buy (B01) for four years. At the end of four years from the release date, items must be stocked at the SMU according to the usage data accumulated during the provisioning period.

2. MIMMS Listings

a. Daily Process Report (DPR). This report is produced on a daily basis from MIMMS files. This daily report lists all active EROs by shop for maintenance managers and the reporting unit/shop level. Current supply and maintenance data is displayed for managerial purposes. This report will be made available for supply through the MMO.

b. Daily Transaction Listing. This report provides visibility of all input transactions which were accepted into or rejected from the MIMMS daily cycle. The transactions will be presented on the report in the identical format that they were entered into the system. The supply section will use the DTL to validate the unit's input to MIMMS.

This is accomplished by matching the previous day's input data to the transactions on the DTL. Supply sections will only work 4, 7 and 8 transactions because they are the only transactions that are keypunched by the supply sections. The unit is responsible for corrected errors that appear on this listing. These errors will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transactions, when required.

3003. MAINTENANCE OF SASSY ADDITIONAL DEMANDS/MIMMS PENDING REQUISITIONS FILES

1. General Information. In order for the supply/MIMMS clerks to be at all times aware of which demands/requisitions have been submitted, which have processed correctly into the system (i.e., are "valid"), which have been canceled and which have been received, two things are required: a standardized file or listing which makes all of this information available in one location and standardized procedures for keeping this file or listing up to date. These two essential components for effectively tracking additional demands are discussed in the following paragraphs.

2. SASSY Additional Demands File. The additional demands file will contain copies of all additional demands submitted to the SMU. This file will be maintained using one of two methods, either a manually maintained file containing copies of all requisition source documents (DD 1348's or NAVMC 10694's) or the SASSY Transactions Passed Edit Listing if additional demands are input by the EUCE-FMF.

a. Requisition Source Document Method. If this method of filing additional demands is used, it will consist of the following sections, maintained as indicated (see figure 3-8):

(1) Additional Demands Section. This section will contain a copy of all non-MIMMS additional demands (Z01), all inquiries (ZQI), and all non-MIMMS over-the-counter issues (D7A) transactions document. It will be maintained in document number sequence. When a "ZQI" or "D7_" transaction appears correctly on the Daily History, it will be removed from the file. A "Z01" transaction will be removed from the file only after it has correctly appeared on the DASF/ADL. ZQI transactions will be annotated with the date of submission to facilitate timely reconciliation with the DASF/ADL.

(2) Par Number (P/N) and Non-System NSN Demands Section. This section will contain copies of the Non-Systems Item (NSI) Shop Ordering Forms [3d FSSG 4270/9(6-29)]. The file copy of this form must be retained until the transaction appears on the DASF/ADL. At this point, if the demand contains a MIMMS serial number, the requisition also must be loaded to MIMMS utilizing a "4"-card with "99" advice code. Upon submission of the "4"-card transaction, the NSI shop ordering form may be removed from the file. This section will be maintained in document number sequence.

(3) Pending Cancellation Section. Copies of all SASSY "ZC1" cancellation requests will be maintained in this section in document number sequence. They will be retained until the cancellation appears on the DASF. ZC1 transaction will be annotated with the date of submission to facilitate timely reconciliation with the DASF/ADL.

(4) Pending Backorder Release Section. This section will contain copies of all backorder release (DIC ZZZ or D6T with a "1" on CC 70) transaction documents. They will be retained until a DG6 appears on the DASF or, if the document is completed, until it disappears from the DASF/ADL. Backorders releases transactions will be submitted using one of the following two available methods:

(a) ZZZ Transaction. This transaction affects the backorder (B/O) for the document number cited on the ZZZ transaction. This transaction covers the B/O quantity to the reduced, decreasing the on-hand quantity on the LUBF and generating a DG6 fiscal liquidation change to be made against the unit, and retrieves the B/O records.

(b) D6T with a "1" in CC 70. This transaction is prepared and forwarded to the SMU by courier diskette or other authorized means.

1 When the materiel is received at the using unit issue point, it will be verified against the shipping invoice (DD 1348-1) to ensure that the item received actually corresponds to the item listed on the invoice. All the pertinent information (condition code in block BB, signature of individual that received the material and Julian date indicated in block 7, quantity received in block EE, and ZZZ entered in block DD), will be entered by the warehouseman.

2 When the D6T transaction with a "1" in CC 70 is submitted to the SMU by the use of a courier diskette or other authorized means. This will cause two transactions to process.

a A D6T Receipt Transaction. This receipts for the quantity reflected on the document by increasing the O/H quantity on the LUBF, reducing the due quantity on the DASF and increasing the received quantity on the DASF.

b A ZZZ Backorder Release Transaction. This causes an issue transaction (D7Z) to be processed by decreasing the B/O quantity on the DASF, decreasing the OH on the LUBF (DHA), and generating the fiscal charge (DG6) to pay for the item.

(5) Follow-up Section. This section will contain copies of all follow-up transactions initiated by the unit. The copies may be discarded once an updated status appears on the DASF. This section will be maintained in document number sequence. Follow-up transactions will be annotated with the date of submission to facilitate timely reconciliation with the DASF.

(6) Modifiers. Copies of all DIC ZM_ modifiers, will be filed in this section. In addition, the DASF/ADL will be annotated to indicate that a modifier has been submitted with the transaction and the date it was submitted. Once the DASF/ADL shows the modification, the modifier can be discarded.

b. Passed Edit Listing Method. This method of filing additional demands uses an output from the EUCE as the means of control. Every transaction submitted to SASSY by the EUCE will appear on the Passed Edit Listing to indicate successful passage to SASSY. When using this method, ensure that the Passed Edit Listing is annotated to indicate which transactions have processed on the Daily History and which have processed on the DASF. Annotate each document resident on the listing with the date of the Daily History and the date of the DASF on which it appears. When all transactions on the listing have been annotated/reconciled with the Daily History/DASF, the listing will be filed in batch number sequence and maintained for one year. The source document method, however, is the preferred pending transaction system.

3. MIMMS Pending Requisitions File (See Figure 3-9)

a. MIMMS Pending Demands Section

(1) General Information. This file will contain copies of the Equipment Repair Order Shopping List (ERSOL), NAVMC 10925/MIMMS "4" card transactions which have been submitted for repair parts and SL-3 components.

(2) File Sequence. This section of the MIMMS pending requisitions file will be maintained in document number sequence.

(3) Retention. EROSLs will be maintained until a "4" card transaction has appeared on the DASF. Four cards which will not appear on the DASF are ones with advice codes of 99, SC and PB, ect. All "4" card transactions will be checked against the MIMMS Daily Transaction Listing (DTL) and will be removed from the pending file only after appearing under the heading "Transactions that Processed With No Errors." Once the "4" card appeared on the DTL and the DASF the EROSL will be returned to the requisitioning shop.

b. MIMMS Pending Change Section

(1) General Information. As indicated above, EROSLs are returned to the requisitioning shops after all "4" card transactions have appeared on the DTL/DASF. This will assist the requisitioning shop in correctly identifying documents when requesting modifications. At such time as a requisition modification is required (e.g., when transferring a requisition from one ERO to another or under changing requisition priorities), an "8" card with authority code of 9 will be used to transfer a requisition from one ERO to another. A "4" card

change is used when changing the requisition priorities. These transactions will be prepared in accordance with the current edition of UM 4790-5.

(2) File Sequence. This section will be maintained in ERO number sequence.

(3) Retention. Pending modification transactions will be maintained in this file until the desired change appears on the Daily Process Report (DPR) and DASF.

c. MIMMS Pending Cancellation Section

(1) General Information. Whenever a cancellation is required (e.g., the customer no longer requires the part or the requisition is rejected), an "8-CANC" transaction will be prepared per UM 4790-5 and placed in this section.

(2) File Sequence. This section will be maintained in document number sequence.

(3) Retention. Pending "8-CANC" transactions will be retained in this section until "CANC" appears on the DPR for the document. It will then be transferred to the Pending Cancellation Section of the SASSY additional demands file, where it will be retained until the required ZC1 transaction appears on the demands listing as a trailer for the document or until the document disappears from the listing.

d. MIMMS Pending Receipt Section

(1) General Information. When requisitioned parts are received, an "8" card, with authority code 1, will be submitted in accordance with the current edition of UM 4790-5.

(2) File Sequence. This section will be maintained in document number sequence.

(3) Retention. Pending "8" card transactions will be retained in this section until the date received is reflected on the DPR for the document. At that time, it will be transferred to the pending receipts section of the SASSY Additional Demands File, where it will be retained until the "D6T" transaction appears in the trailer record for that document number or until the demand disappears from the Demand Listing.

e. MIMMS Pending "5" and "7" Card Section

(1) General Information. When document numbers of non-SASSY documents require changing or when supply status must be manually entered on open parts records, the appropriate MIMMS transactions ("5" or "7" card) will be prepared per UM 4790-5.

(2) File Sequence. This section will be maintained in ERO number sequence.

(3) Retention. Pending "5" card and "7" card transactions will be maintained until the desired information appears on the DPR.

f. Passed Edit Listing Method

(1) General Information. MIMMS transactions which have been inducted by ADPE-FMF may be listed and used as a pending file. However, there is an additional requirement for the transaction to be annotated with the date of the Daily Transaction Listing (DTL) where the transaction appeared. The annotation should also indicate if the transaction did not process and whether or not it affects SASSY. Those documents affecting SASSY shall be moved to the SASSY Additional Demands Pending File to ensure proper posting to SASSY related files. However, the source document method is the preferred method.

(2) File Sequence. This file shall be maintained as prescribed in paragraph 3003.2b of this Manual.

(3) Retention. This file shall be maintained for a period of one year

3004. MAINTENANCE OF SASSY ADDITIONAL DEMANDS MANAGEMENT LISTINGS

1. General. The demands clerk must ensure that all edit errors exceptions, and cancellation/rejection statuses are processed immediately upon receipt.

2. SASSY Edit Errors

a. General Information. Prior to a SASSY transaction processing against the SASSY files during the inventory update, the transaction must pass the Master Edit screening. Edit errors are computer assigned, and the edit error codes are shown in part IV, section 4 of UM 4400-124. An explanation of the corrective action to be taken is provided for each edit error code. Transactions which do not pass the master edit process are printed on the edit error listing (see paragraph 3002.1e above) with an alpha or numeric character denoting a particular error (e.g., a data field missing or invalid).

b. SASSY Edit Errors Created by MIMMS Input

(1) Whenever a MIMMS "4" transaction (requisition) is processed and passes the MIMMS edit, except for those which cite advice codes "IN", "99", D7, SC, PB, or SF, a SASSY Z01 transaction is produced. This Z01 is passed, by the MIMMS/SASSY interface, to any other Z01. It must pass all SASSY edits. Should this Z01 not pass

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the SASSY edits, it will be rejected and will be listed on the SASSY edit error listing produced during that update.

(2) The unit is responsible for correcting all errors that appear on this listing. These errors will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transactions. These annotations will assist the demands clerk during reconciliations with the customer.

3. SASSY Exceptions. The purpose of the exception code is to identify certain error or mismatch conditions that exist at the time the transaction is processed against a particular SASSY file (either the DASF or the LUBF). Exception codes are listed in part IV, section 4 of the current edition of UM 4400-124. The most common exceptions (LUBF) are as follows:

a. B04. This exception indicates that a transaction was inducted to remove a quantity from the Loaded Unit Balance File (LUBF) that was greater than the on-hand quantity resident on the LUBF. A DIC D8B gain was generated by the computer for the difference (i.e., to bring the balance record to zero on hand), and the transaction was allowed to process. The D8B will have the same document number as the transaction that created it, and the B04 will be created on the date that the transaction processed. Because the D8B counteracted the process of the original transaction, the resultant record asset on-hand picture is unchanged. This exception usually is caused by a physical receipt or a gain transaction which has not been processed yet into the inventory update. The D8B will also generate a Money Value Gain/Loss Notice and, if applicable, must be vouchered.

b. B13. This exception indicates that a Z01 transaction processed against the LUBF record, and the LUBF indicated that on-hand assets already were available at the submitting using unit. The Z01 was passed to the general account, and the on-hand quantity was not adjusted on the units LUBF. The B13 exception notifies the unit that assets are recorded as being on hand in the LUBF and that the LUBF record of that NSN will be frozen with a freeze code "J." Subsequent requisitions will be placed in recycle until the NSN record in the LUBF has been reconciled. The first step of this reconciliation is to conduct a spot inventory of the NSN in question. The problem is generally caused by a D6 or DAD transaction being processed. This will cause the quantity to temporarily reside in the "O/H AA" field of the LUBF O/H AA and will be annotated with what caused them to appear on the LUBF. Appropriate and corrective action must be taken to clear the "O/H AA."

c. B16. No requirement code is registered for the NSNs on LUBF. Requirement codes should be loaded by the using unit when required.

d. B31. This exception indicates that a D7P/D7J was inducted for an item with a zero record on-hand balance, and the transaction is being sent to DRMO. Sending an allowance item to disposal is a two step process. First, a DAC is submitted to issue the item to disposal. If the DAC and D7J are run on the same update, the D7J will create a B31 exception and will not process. Therefore, the D7J must be resubmitted. To prevent this from happening you should submit the DACs first and let them hit the daily history before inducting the D7Js.

e. Annotations Required. The unit is responsible for correcting all exceptions that appear on this listing. These exceptions will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transactions, when required. Those exceptions that require no action will also be annotated with No Action Required and the date and initials of the person making this observation.

4. Cancellation/Reject Status

a. Processing cancellation/reject status received from the SMU or another IMM requires close monitoring of the DASF Exception/Inquiry Report (see paragraph 3002.1f above). The SMU no longer reinducts the status transaction with an override code of 2 to reduce the DASF due; therefore, the using unit must take that and all other appropriate action based on the DASF exception code and the action required as per part IV, section 4 of UM 4400-124.

b. Some cancellation/reject status can and should be challenged if facts indicate that the source of supply (SMU or IMM) provided the status erroneously. If, for example, you receive "BF" status from the SMU or an IMM (i.e., no record of your requisition), and inspection of the ADL discloses valid status previously was received from that same supply source, the customer service section at the supporting SMU should be contacted. That section can contact the supplier and request reinstatement of that particular requisition. Another example of this situation is when "BS" status is received (i.e., requisition cancelled due to non-response to a back order validation (BOV)), and inspection of the ADL discloses that the previous AN1 (BOV request) and AP1 (BOV response) were properly processed. Once again, the Customer Service Section at the SMU can assist using unit supply officers in reinstating such requisitions. NOTE: IF YOU INTEND TO CHALLENGE THE CANCELLATION/REJECT STATUS AND ATTEMPT TO GET THE DEMAND REINSTATED, DO SO BEFORE YOU REINDUCT THE AE1 STATUS TRANSACTION WITH AN OVERRIDE CODE OF 2 IN CC 70. Once the due is cancelled, it is extremely difficult to get the demand reinstated. This challenge should be in writing to substantiate that appropriate and timely action was taken.

c. If the cancellation/rejection is valid and the requirement for the affected item still exists, the using unit must reinduct the AE1 status transaction with an Override Code of 2 in CC 70 to cancel the

due and submit a back order cancellation request for the cancelled/rejected requisition (i.e., DIC ZC1 with the letter "B" in taking into account the information provided by the cancellation/rejection status). If the original transaction is a MIMMS-generated requisition, an "8" card transaction, citing authority "7", must be processed in lieu of a ZC1 "B." The requesting ship/commodity must be notified during the next reconciliations, and appropriate action taken to correct MIMMS records for this document number.

d. The unit is responsible for correcting the DASF Exception/Inquiry Report. This report will be corrected by annotating all corrective action taken and will have the date and initials of the person that corrected and resubmitted the transactions when required. Those exceptions requiring no action will also be annotated with No Action Required and the date and initials of the person making the observation.

5. Lonesome Demands. Z01's that appear on two or more consecutive DASF listings/ADLs (i.e., 7 days) without status are determined "lonesome demands." If this situation occurs, the following actions should be taken in the following sequence:

a. Review the Recycle List. If the document appears there, review the recycle reason code and take corrective action to allow the transaction to process.

b. If the item does not appear on the recycle list, review all daily history listings from the date the demand posted to the date of the most recent DASF listing/ADL for possible reject status. If a reject status has posted on the daily history, contact the customer service section, SMU for assistance.

c. If the lonesome demand is not on the recycle list or no reject status can be found, IMMEDIATELY contact the Customer Service Section of the SMU, in writing.

6. Excess Dues

a. Excess dues are a constant problem in every organic supply account, and they almost always are the result of improper processing of additional demands cancellations/rejects at the supply account level. In effect, an "excess" due means that the "due" for that demand is still resident on the DASF, but the related "backorder" has been cancelled. This condition usually is caused by one of the following improper/incomplete procedures by the unit:

(1) For a unit-initiated cancellation (i.e., the RU has inducted a ZC1 with a "B" in CC 7 or a MIMMS "8" card with an Authority Code of "4" or "7", (either of which cancels the backorder only, not the due), or the unit has inducted a ZC1 with a "blank" in CC 7 or a MIMMS "8" card with an Authority Code of "3" (which normally would cancel both the backorder and the due), but "BA" or

"AS1" status has been received from the IMM. (In the latter instance, the ZC1-Blank or "8" card submission will cancel the backorder, but the due will remain on the DASF until confirmation of the cancellation is received from the IMM. This confirmation of the cancellation is received when the IMM has released the item for issue/shipment, and you are stuck with another excess due.)

(2) For AE1 cancellation/reject status received from the SMU or an IMM, the unit inducts the ZC1 - "B" to cancel the backorder but does not reinduct the AE1 transaction with an Override Code of 2 in CC 70 to cancel the due on the DASF.

b. Excess dues, if they are not detected on the DASF listing as they appear and are not corrected in a timely manner, will result in you receiving items which you no longer need. This, in turn, causes you a great deal of unnecessary work to receipt for items with no backorder, confirm that the original requester no longer needs the item, screen/issue against other backorders for this item, and/or roll it back as excess to the SMU. These are additional problems/workloads that you do not need and that you can avoid. Additionally, some unscrupulous individuals have, in the past, purposely used excess dues to defraud the government/misappropriate government property. When material is received under an excess due, there is no automatic fiscal charge against the unit's account since the backorder has been cancelled/deleted from the DASF if the unit has, in effect, received a "free issue." However, this is a prosecutable offense under the Uniform Code of Military Justice. In the event that the Division Supply Office is able to substantiate that unfunded issues of general account assets are consciously conducted within an organizational supply account, appropriate disciplinary action will be initiated against the individual(s) responsible for such activity.

7. Daily Procedures For Management Of Additional Demands. The demands processing clerk MUST work transaction/exception listings on a daily basis, as they are received. As stated above, most of this work consists of "exceptions" to the normal processing routine for additional demands (i.e., corrective action is required only when some sort of error or mismatch condition occurs). Since these errors/exceptions occur on a daily basis, they must be corrected on a daily basis. The following actions should be taken upon receipt of the noted listing.

a. Due and Status File (DASF). Upon receipt (i.e., weekly), the DASF listing (document number sequence) must be researched for cancellations/rejections of non-MIMMS requisitions and lonesome demands. When found, these conditions must be processed/corrected, and the listing must be annotated with the action taken.

b. Edit Error Listing. This listing is produced during every update by SASSY and is provided to the unit whenever edit errors exist for that account.

(1) Upon receipt, process the listed edit errors per guidance provided in part IV, section 4 of UM 4400-124.

(2) Once keypunched, annotate the edit error listing to show that the edit error for each document was corrected and that the document was resubmitted. This is done by annotating all corrective action taken and the date and initials of the person that corrected and resubmitted the transactions.

(3) Find these same documents on the Daily Transaction Listing (DTL) and make the same annotations as you did on the edit error listing.

c. Exception Listing. This listing is also produced during every update by SASSY, as exceptions occur. These errors will be corrected by annotating all corrective action taken and including the date and initials of the person that corrected and resubmitted the transactions, when required.

d. Daily Transaction Listing (DTL). Upon receipt of this listing, it must be screened for transactions that did not process. This section will be corrected by annotating all corrective action taken and including the date and initials of the person that corrected and resubmitted the transactions.

3005. RECEIPTS

1. Objective. The objective of the receipts section is to ensure that all equipment received is properly receipted for and given to the correct customer. To accomplish this objective, the receipts clerk must have a thorough knowledge of how the receipts procedures work in SASSY and MIMMS. Paragraph 3003 above discusses the file maintenance procedures necessary for management of additional demands.

2. Actions Required on a Daily Basis By the Receipts Clerk

a. General Processing. The receipts clerk's normal routine revolves around the processing of paperwork related to incoming shipments. He will be notified of these receipts when the warehouse section provides him with a MINIMUM of two copies of the DD 1348-1 shipping invoice. As stated in chapter 9, the warehouse section should have already arranged these documents in NSN sequence by priority. The following actions will be taken upon receipt of these documents.

(1) Ensure that all shipping mats (i.e., DD 1348-1) are in proper sequence and that they have been annotated with the signature and Julian date of the individual verifying the receipt, along with the condition code and quantity received.

(2) Each DD 1348-1 will be screened against the NSN sequence DASF listing to ensure that the document with the highest priority for each NSN is filled first.

(3) Issue the equipment to the appropriate customer

(4) Submit into the next update a D6T with a "1" in CC 70 for all documents with a due and backorder and a D6T without a "1" for all documents without a backorder.

(5) When an outstanding quantity is received for a MIMMS "4" card transactions, an "8" card with an Authority Code of "1" will be submitted into the next update.

(6) The additional demands clerk will annotate "8/1, D6T/1, D6T or ZZZ" in block DD of the 1348-1 and will annotate the DASF with a D6T/1, D6T or 8/1, the date keypunched and the quantity. After preparing the receipt transaction, the additional demands clerk will forward the annotated copy of the 1348-1 back to the warehouse.

b. MIMMS Daily Transaction Listing (DTL). Upon receipt of this listing, the additional demands clerk will work "8" card transactions that appear in the "DID NOT PROCESS SECTION" of the DTL. These errors will be corrected by annotating all corrective action taken and will include the date and initials of the person that corrected and resubmitted the transactions.

c. Due and Status File Listing (DASF). Upon receipt of the DASF, the additional demands clerk will compare the old DASF with the new DASF, and all transactions which have processed will be removed. Transactions which have not processed will be annotated to the DASF, and they will be researched and resubmitted, if appropriate.

3006. RECONCILIATION

1. General Information. The DASF listing will be reconciled with the responsible units/sections every two weeks. The reconciliation consists of two parts:

a. Validation. The process of determining that the documents pending are actually still required. Also included in this phase is the determination of any other problem areas to be discussed during the reconciliation.

b. Reconciliation. The actual process of comparing what the supply office has on the DASF to what is on the DPR and what is actually required by the customer. Appearance on the accounting records or DPR does not signify validity. Requests for follow-up, cancellation and/or requisition modifications are processed during this phase.

2. Reports Listings Required at the Reconciliation. Reconciliations will be conducted at the using units supply office every two weeks. To properly conduct a reconciliation, the following records are required to be on hand and reviewed during the reconciliation.

a. RU/Shop/Commodity Manager

- (1) Open ERO
- (2) ERO Shopping List (NAVMC 10925)
- (3) MIMMS Daily Process Report (DPR)
- (4) Demand List (ERO/RU sequence)

b. Supply Officer

- (1) ERO Shopping List (NAVMC 10925)
- (2) DASF (Document Number Sequence)
- (3) Demand List (ERO/RU Sequence)
- (4) Pending Demand File
- (5) Daily Transaction List (DTL)

3. Reconciliation Process

a. Validation. The process of validation must be conducted on a DAILY basis, each and every day of operation.

1 Responsible Units and Maintenance Sections

(a) During day-to-day operations, the maintenance officer/chief must ensure that ONLY required repair items are on order. Extra parts are not authorized and, needlessly, tie-up severely needed unit funds. When a part is "scrounged", it must be reported, and the like part, previously ordered, MUST be cancelled. It is the responsibility of the requisitioning customer to identify these items.

(b) All parts on the DPR or ERO/RU Demand Listings which appear to be a problem must be "flagged" by the section prior to the reconciliation meeting.

(c) All new requisitions which have been submitted through MIMMS or SASSY and have not appeared on the DPR and the ERO/RU Demands Listing, which are considered overdue, will be flagged for discussion at the reconciliation.

(2) Supply Officer. Prior to the reconciliations, supply personnel must ensure:

(a) Edit Errors. Ensure that all actions on edit errors are annotated on the ERO/RU Demands Listings, to include date of resubmission and initials of individual who corrected the errors.

(b) Exceptions. Ensure that all actions on exceptions are annotated on the ERO/RU Demands Listings, to include date of resubmission and initials of individual who corrected the exceptions.

(c) Cancellations/Rejections. Ensure that all actions taken on cancellations or rejections are annotated on the DASF and ERO/RU Demands Listings, to include date of resubmission and initials of individual who worked them.

b. Reconciliation

(1) SASSY Reconciliations. Using unit supply officers will establish regular schedules for reconciliation with responsible units. Before reconciliation with supply, responsible unit representatives will check their issue bins located in the supply warehouse for received material which will not yet appear as a receipt on the DPR or RU/ERO Demands Listings. These items will be annotated and identified to the supply representative during reconciliation. The supply representative will have a copy of the DASF in document number sequence. The RU representative will submit his questions, and the questions will be researched. The ERO/RU Demands Listing will be signed and dated by the RU/Shop/Commodity Manager. The RU representative will return to his section with a copy of the Daily Process Report to brief the RO and/or SNCOIC of the section. The supply representative will show the original of the "worked" DASF to the supply officer and/or supply chief, prepare the required transactions/correspondence, and annotate actions taken on the DASF, to include date of action.

(2) MIMMS Reconciliations Requisitions. MIMMS requisitions for repair parts and SL-3 components will be administered by the using unit supply section. Reconciliations for these requisitions will be conducted in the same manner as for SASSY requisitions, with the following exceptions:

(a) The shop representative will bring a copy of the appropriate DPR, and all ERO Shopping Lists (EROSLs) for those requisitions that do not appear on the DPR, to the reconciliation

(b) The shop representative must ensure that the "0-Add" cards for the respective EROs have been submitted prior to the submission of EROSLs.

(c) The supply representative will have copies of the MIMMS-SASSY Daily Transactions Lists, which he will use to perform research on previously submitted MIMMS requisitions that do not appear on the DPR or DASF.

(d) The DASF, the ERO/RU Demands Listing, and the DPR will be used during the reconciliation. The ERO/RU Demands listing will be retained for 30 days.

(e) Once the requisitions appear on the Demands List, the Document Number Sequence DASF will be the primary reconciliation document, providing the actual status of outstanding requisitions.

(f) Upon completion of the ERO/RU Demands Listing Validation, the copy annotated with required action will be signed by the RU representative and retained with the current and the previous four copies of the ERO/RU Demands Listing.

3007. PROCESSING AGED SHIPMENTS

1. General Information. Certain types of status received on demands require action by the using unit supply section after specified dates if the material or an updated status is not received. The end result of the Demands Processing procedure is receipt of the material. Status received is not necessarily "good" status and may not provide the unit with items it requires. Additionally, disregarding timely follow-up action frequently results in loss of requisition lead times and, in some cases, loss of non-recoverable prior year funds. If appropriate action is not taken within certain time frames, sources of supply will not respond. Thus, it is imperative that the supply officer manage his demands in a way which minimizes resubmission of requisitions and/or loss of the unit's appropriations. The following guidelines are provided for processing aged shipments; however, using unit letters applicable to aged shipments are provided by the SMU on a periodic basis and should be reviewed in the event that procedures are changed.

a. Internal Unit Checks. Internal unit checks are completed prior to outside activities being contacted. Unit internal checks will confirm that the unit has, in fact, not received missing/lost gear. Internal checks should be as followed: 1) check past DASFs for annotations showing a receipt; 2) check POD file for POD; 3) check warehouse for a signed copy of the DD 1348-1, with signature sheets from TMO that show gear your unit has received; 4) check exception listings (corrected and pending) for those that would not have posted to the current DASF; 5) check DPR for received data; and 6) check ERO for closed requisitions.

b. On-Island Units (from MRI). Documents that received BA, BN, UN, or M* status should be considered in receipt of confined shipping status. Using units should consider the probability of a lost shipment at the expiration of the following time frames:

<u>PRI</u>	<u>DAYS</u>
02	4
05	6
12	8

If the material has not been received within the above time frames and every effort has been exhausted to locate the item, the following procedures should be used.

(1) If total dollar value is less than 50 dollars, the using unit should process a D6T/blank, D9L and ZC1/B. For MIMMS documents, submit a D6T/blank D9L and an 8 card with an authority code of 7 ("CANC" will be reflected in the date received) which will create a ZC1/B in SASSY. This will close out the MIMMS record. If the item is still required, it must be reordered using a new document number.

(2) If total dollar value is over 50 dollars, the unit should submit a request for Proof of Delivery (POD) to the SMU, providing the following information: NSN, DOC NR, status, date of status, quantity, priority, unit price and total price.

(a) If a signed copy of the POD is on file at the SMU, the unit should induct a D6T with a 1 in CC 70. For MIMMS requisitions, units should induct an 8 card with an authority code of 1 to receipt for the item. Units may challenge signatures on signed PODs through SMU Customer Service.

(b) If a signed POD is not on file, the SMU should reinstate the document and provide updated status on the units DASf

(3) Requests for PODs must be submitted within 30 days after receipt of BA, BH, UH, or M8 status. Documents over 30 days old cannot be researched, and the using unit must submit a D6T with a 1 in CC 70 or an 8 card with a authority code of 1 for MIMMS requisitions.

c. On-Island Units (From CONUS Sources).

(1) AS1's Status with Shipment Modes of G, H, 5 and 6 are considered lost after 60 days from date shipped regardless of the priority. The status of documents shipped by mail cannot be traced unless the documents were sent by registered, certified or insured mail, which is indicated by an R, C, or I in CC 68 of the AS1 Transportation Contact Number (TCN). Submit tracer action to the local post office for all registered, certified or insured mail. Report of Discrepancy (ROD) must be submitted on day 60 for all lost shipments meeting the criteria below, after possible tracer action has been completed on registered, certified, or insured mail shipments (using S3 discrepancy code). A unit then must submit a D6T/blank, D9L and ZC1/B. For MIMMS requisitions, submit a D6T/Blank, D9L or an 8 card with an authority code of 7 ("CANC" will be reflected in the daily received) which will create a ZC1/B in SASSY, and this will close out the MIMMS record.

(a) Total dollar value in excess of \$100.00.

(b) All documents shipped from a commercial source (BV/BP status previously received regardless of dollar value).

(2) AS1's status with shipment mode other than G, N, 5, and 6 are considered lost after 100 days from date shipped.

(a) All other modes of shipment indicate only the mode of shipment utilized to ship the item from the CONUS source of supply to the Point of Embarkation (POE) (e.g., MCLB, Albany to Norfolk NAS). The material will then be shipped from the POE to Okinawa by air or surface. The POE code assigned (as listed under the heading "TCNDT" on the DASF) tells you whether the material will be shipped air or surface. Alpha characters indicate air shipment and alpha/numeric characters indicate surface shipment (see figure 3-10 for specific shipment POE codes).

(b) Submit tracer action to TMO, containing document number, Transportation Control Number (TCN), mode of shipment, date shipped and POE. Report of Discrepancy (ROD) must be submitted on day 100 for all lost shipments meeting the criteria below. If materials are not received on the 120th day, the unit will submit a D6T/blank, D9L and ZC1/B. For MIMMS requisitions, induct a D6T/blank, D9L or an 8 card with an authority code of 7 ("CANC" will be reflected in the date received) which will create a ZC1/B in SASSY, and this will close out the MIMMS record.

1 Total dollar value in excess of \$100.00

2 All documents shipped from commercial source (BV/BP status previously received) regardless of dollar value.

3 When documents are shipped as a multi-pack and one or more but not all of the documents are missing, a ROD is the proper course of action vice requesting tracer action.

2. Follow Up on Cancelling A Report of Discrepancy (ROD). When a response to a ROD has not been received within 60 days, units will initiate follow-up action by resubmitting a copy of the original ROD to the activity in block 3, annotating "Follow-Up" above block 1. The date on which the follow-up was submitted will be included in this entry. When a ROD is submitted and the item is received or found to be invalid, the unit will initiate cancellation action by resubmitting a copy of the original ROD to all activities indicated in block 20, annotating "CANCELLED" above block 1. The date on which the cancellation was submitted will be included in this entry.

3008. MATERIEL OBLIGATION VALIDATION (MOV) PROGRAM. Under this program, the last known holder of your demand (i.e., SMU or IMM) periodically will validate requisitions for which supply action cannot immediately be taken and on which the customer has received "BB" status, indicating that the requisition has been received, is valid, and will be filled when the materiel is available at the source of supply. MOVs are conducted by the IMMs every three months, with cutoff dates of 20 January, 20 April, 20 July, and 20 October. The Customer Service Section, SMU will validate the MOV inquiry transactions (DIC AN_) and will transmit the appropriate MOV response transactions (DIC AP_) back to the IMM. The Customer Service Section will call your unit, on an exception basis, to validate any AN_ transactions/documents that appear to be questionable as valid backorders. For all documents on your DASF listing which reflect an AN_ trailer as of 5 March, 5 June, 5 September and 5 December (the dates MOV responses are due to the IMM), ensure that an AP_ trailer also is reflected for each document. If the AP_ trailer is not present, contact the Customer Service Section immediately to ensure the appropriate AP_ transactions have been submitted to the IMM.

SUPPLY SOP

NAVJAG 10525 (REV 12-78) 112 77 and 78 editions will be used until supply is exhausted. SN: 0900-00-008-2A83 UN PAIRTS OF 100 SHEETS		ERO SHOPPING/TRANSACTION LIST		ERO NO <u>G0001</u>	
UNIT <u>ORDNANCE MAINT CO</u>	DATE <u>2228</u>	MAINT <u>2236</u> DATE <u>1/87</u>	SUPPLY HP <u>2237</u> DATE <u>1/7K</u>	DATA CLERK <u>2238</u> DATE <u>W</u>	
MATERIAL USAGE CODE <u>B ① B 9</u>	SHOP SECTION <u>I</u>				
A <u>TM - 9.23AP-378-3SP</u>	D/C <u>2247 W</u>	G _____	J _____	K _____	P _____
B <u>D/C 2240 W</u>	D/C <u>2256 W</u>	H _____	A _____	N _____	O _____
C <u>D/C 2245 W</u>	D/C <u>2267 W</u>	L _____	O _____	R _____	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80	4 0 0 0 0 1	5 3 0 5 0 0 7 7 0 7 9 2 6 0 0 4	2 8 3 3 3 2 2 3 7 7 0 2 6	0 6	E A D B 7 G I E 3 I X R 2 0 0 T R N S E T S C R E W A
4 0 0 0 0 1	5 3 3 0 0 0 7 7 6 7 8 6 0 0 0 1	2 8 3 3 3 2 2 3 7 7 0 2 7	0 6	E A D B 7 G I E 3 I X R 2 0 0 T R N D 7 G A S K E T A	
4 0 0 0 0 1	5 3 0 5 0 0 7 7 6 7 6 4 8 0 0 3	2 8 3 3 3 2 2 3 7 7 0 2 8	0 6	E A D B 7 G I E 3 I X R 2 0 0 T R N S E T S C R E W A	
4 0 0 0 0 1	2 5 2 0 0 0 7 0 4 2 4 5 2 0 2 4	2 8 3 3 3 2 2 3 7 7 0 2 9	0 6	E A D B 7 G I E 3 I X R 2 0 0 T R N S P R I N G A	
4 0 0 0 0 1	5 5 5 0 0 0 7 7 6 7 0 6 0 0 0 1	2 8 3 3 3 2 2 3 7 7 0 3 0	0 6	E A D B 7 G I E 3 I X R 2 0 0 T R N O A S K E T A	
4 0 0 0 0 1	2 5 2 0 0 0 7 7 7 4 7 3 0 0 0 1	2 8 3 3 3 2 2 3 7 7 0 3 1	0 6	E A D B 7 0 I E 3 I X R 2 0 0 T R N S E A L A	

Figure 3-1.-- Sample Format for an EROSL.

SUPPLY SOP

Legend

1. Unit. Enter the name of the unit requesting repair parts/secondary repairables.
2. Date. Enter the Julian date on which the unit initiates the EROSL.
3. Maint. Enter the date on which the mechanic/technician determines the parts are needed to effect repairs and the initials of the technician/mechanic from the maintenance facility who is performing the repairs and is authorized to requisition parts from the issue point for the priority indicated.
4. Supply-IP. This block will contain the supply clerk's initials and the date which supply personnel from the issue point worked the EROSL. This will assure the data entry personnel that all initial supply action has been completed and that the EROSL is ready for data automation.

NOTE: This block is initialed after the issue point receives the EROSL, checks it for accuracy, and issues or backorders the required part.

5. Data Clerk. Enter the data clerk's initials and the date which all of the required information has been keypunched.
6. ERO No. Enter the ERO number to which the EROSL applies.
7. Material Usage Code. Circle the correct usage code: "6" is for SL-3 components, "7" is for corrective maintenance, "8" is for modification, and "9" is for preventive maintenance (PM).
8. Shop Section. Enter the appropriate shop section code found in chapter 24, paragraph 24.5 of UM 4790-5.
9. A. Enter the source reference utilized by the technician/mechanic to identify the repair parts information, i.e., SL-4 technical manual, manufacturer's parts list, etc.
- 10 B through R. These are utilized as dictated by local procedures, i.e., page no., item no., and figure no. of the item being ordered.

NOTE: The ERO holder is responsible for the initial preparation of the EROSL, to include the ERO number, unit, date, initials, and date on which personnel prepared the EROSL; circling the correct material code; and entering the ship section code and reference source in block A which are not in the heading. The issue point is responsible for completing the document number and the advice code, researching parts information to ensure accuracy, issuing parts on hand over the counter, and backordering those which are not on hand.

Figure 3-1.-- Sample Format for an EROSL--Continued.

SUPPLY SOP

Legend (continued)

In addition, the issue point is responsible for initialing the "supply-IP" line after ensuring the accuracy of the parts requesting information.

PREPARATION INSTRUCTIONS FOR REQUISITIONS

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
	Transaction Code	Enter "4".
	Equipment Repair Order Number	Enter the ERO number to which the EROSL refers.
	Blank	Leave Blank
11-23	National Stock Number (NSN)	<p>1. <u>Repair Parts</u>. Enter the appropriate NSN of the part(s) to be ordered.</p> <p>2. <u>Secondary Repairable</u>. Enter the NSN as indicated by the advice code entered in CC's 68-69. Advice codes are as follows:</p> <p style="padding-left: 40px;">a. <u>F1</u>. Enter the NSN of the item being turned in or exchanged.</p> <p style="padding-left: 40px;">b. <u>F2 or F4</u>. Enter the NSN of the item being issued.</p> <p style="padding-left: 40px;">c. <u>F3, F5 or F6</u>. Enter the PNSN of the item being backordered.</p>
24-26	Quantity	<p>This entry must be numeric and right-justified. Ensure that the field is filled, i.e., a quantity of one is entered as 001.</p> <p>1. <u>Repair Parts</u>. Enter the quantity of the part(s) ordered/issued.</p>

Figure 3-1.-- Sample format for an EROSL--Continued

SUPPLY SOP

Legend (continued)

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
		<p>1. <u>Repair Parts</u>. Enter the quantity of the part(s) ordered/issued.</p> <p>2. <u>Secondary Repairable</u></p> <p>a. <u>For Issue</u>. Enter the quantity of secondary repairables issued if the advice code is F1, F2, or F4. The material usage code must be "7" in CC 37</p> <p>b. <u>For Backorders</u>. Enter the quantity of secondary repairables backordered if the advice code is F3, F5, or F6.</p>
NOTE: Use of advice codes F1, F2, F4, and SC will establish a parts requirement record and automatically close a record. No "8" card transaction is required. Advice codes are governed by UM 4790-5.		
27	Blank	Leave Blank
28-32	Activity Address Code (AAC)	<p>Enter the AAC as indicated for one of the following advice codes to be entered in CC's 68-69:</p> <p>1. Enter the AAC of the maintenance float if the advice code is F1.</p> <p>2. Enter the AAC of the requesting unit if the advice code is F2, F3, F5, F6, or SC.</p>
33-36	Julian Date	Enter the Julian Date.
37-40	Serial Number	<p>Enter the serial number. The first position must be "6", "7", "8", or "9." The "6" for SL-3 components, "7" is for corrective maintenance,</p>

Figure 3-1.-- Sample Format for an EROSL--Continued

SUPPLY SOP

Legend (continued)

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
		"8" for modification, and "9" for preventive maintenance. The first position of the serial number must be keyed.
41	Signal Code	Enter appropriate signal Code.
42-43	Priority	Enter the priority of the requisition or float exchange. The priority must be 01-15 only.
44-48	Supplementary Address	<p>1. <u>Repair Parts</u>. Enter the locally assigned distribution code. This block may be left blank.</p> <p>2. <u>Secondary Repairables</u>. Enter the AAC as indicated by the advice code in CCs 68-69.</p> <p style="padding-left: 40px;">a. Enter the AAC of the requesting unit if the advice code is F1.</p> <p style="padding-left: 40px;">b. Enter the AAC of the maintenance float if the advice code is F2, F3, F4, F5, or F6.</p>
49-50	Unit of Issue	Enter the unit of issue of the part(s) to be ordered. For secondary repairables, this is not a required entry but, when entered, must match the unit of issue of the SASSY MHIF for the NSN.
51-64	Job Order Number	1. <u>Repair Parts</u> . Enter the assigned job order number (JON) to which parts are to be charged.

Figure 3-1.-- Sample Format for an EROSL--Continued

SUPPLY SOP

Legend (Continued)

<u>Title</u>	<u>Explanation</u>
65	Blank
66	Demand Code
	<p>The JON may be left blank if the "o" transaction has a compatible JON entered.</p> <p>2. <u>Secondary Repairables.</u> Enter the appropriate JON or leave blank, as indicated by the advice code in CCs 68-69. Advice code(s) indications are as follows:</p> <ul style="list-style-type: none"> a. F1. Leave blank. b. F2 or F3. Enter the JON of the requesting unit. c. F4 or F5. Enter the JON of the requesting unit. d. F6 Without Charge. Leave Blank e. F6 With Charge. Enter the requesting unit's JON. <p>Leave Blank</p> <p>1. <u>Repair Parts.</u> Enter the proper demand code which reflects whether the demand for the repair part is recurring ("R") or nonrecurring ("N"), e.g., generally a repair part is recurring, and a modification kit is nonrecurring.</p> <p>2. <u>Secondary Repairables.</u> Enter "M" or "F", as appropriate, per UM 4400-123, if the advice code is F1 or F3.</p>

Figure 3-1.-- Sample Format for an EROSL--Continued

SUPPLY SOP

Legend (continued)

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
		Enter "M" if the advice code is F2. Enter "R" if the advice code is F4, F5, or F6.
67	NMCS Indicator (Not Mission Capable Supply)	When the item of equipment undergoing repairs is a combat essential piece of equipment, enter "N" for NMCS, "E" or "9" for anticipated NMCS. This field will only be used if the priority is "01" through "08."
68-69	Advice Code	<p>1. <u>Repair Parts</u>. If this field is left blank or filled with any valid supply advice code, a SASSY requisition will be automatically prepared.</p> <p>2. <u>Secondary Repairables</u>. The following are the appropriate entries for secondary repairables:</p> <p>a. An entry of "F1" will create a SASSY DIC DAC transaction. This entry will be used when a float item is turned in and an exchange is made, and the NSN of both the turn-in and issued item(s) is/are identical.</p> <p>b. An entry of "F2" will create a SASSY DIC D6A and D7A transaction. This entry will be used when a float item is turned in and an exchange is made, and the NSN of the turn-in and issued item(s) is/are different.</p>

Figure 3-1.-- Sample Format for an EROSL--Continued

SUPPLY SOP

Legend (continued)

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
		c. An entry of "F3" will create a SASSY DIC DG6 and D6A transaction. This entry will be used when a float item is turned in and no exchange is made.
		d. An entry of "F4" will create a SASSY DIC D7A transaction with a walk-through indicator of "1" in CC 67 and a signal Code of "A." This entry will be used when there is a customer float requirement without a turn-in and an item is available for issue.
		e. An entry of "F5" will create a SASSY DIC DGA transaction. This entry will be used when there is a customer float requirement without a turn-in and an item is not available for issue.
		f. An entry of "F6" will create a SASSY DIC DGA transaction. This entry will be used to reestablish a backorder erroneously cancelled.
70-79		Enter the nomenclature, left justified (first character in CC 70), of the part to be ordered. This field may be left blank. Units not supported by the Field Maintenance Subsystem must enter the WSC in the last two

Figure 3-1.--Sample Format for an EROSL--Continued.

SUPPLY SOP

Legend (continued)

	<u>Title</u>	<u>Explanation</u>
		digits of the part name block (CCs 78-79). This code, if applicable, is found in the current 3000 series Marine Corps Bulletin. The completion of the WSC entry is not required for Field Maintenance Subsystem supported units.
80	Action Code	Enter the appropriate action code for the desired transaction. An "A" will be used for a new demand, and a "C" will indicate a change to an existing parts record. A change transaction can be used to change any field other than the ERO number, issue point address code, date on which the EROSL was prepared, and the document serial number portion of the document.

Preparation Instructions for the "8" Card Transaction

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
1	Transaction Code	Enter "8"
	Equipment Repair Order Number	Enter the ERO number to which the part information applies.
7	Blank	Leave blank.
8-22	National Stock Number	Enter the NSN.
24-26	Quantity Received/Cancelled	Enter the quantity received/cancelled

Figure 3-1.-- Sample Format for an EROSL--Continued.

SUPPLY SOP

Legend (continued)

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
27	Authority	Enter the authority code that will accomplish the action desired. The codes are contained in UM 4400-124
28-32	Activity Address Code	Enter the Activity Address Code.
33-36	Julian Date	Enter the Julian date. It must be the same as the "4" card to which it pertains.
37-40	Serial Number	Enter the serial number. Must be the same as the "4" card to which it pertains.
41	Signal Code	Enter the appropriate signal code.
42-45	Blank	Leave Blank.
46-50	Supplementary Address	Enter the AAC of the maintenance float activity. It is a required entry for DIC DGA (R) float transactions.
51-54	Date/Received/Cancelled/ Partial Issue/Credit	<p>Enter the appropriate information in accordance with the following instructions:</p> <ol style="list-style-type: none"> 1. If the QTY received equals the QTY outstanding, place the current Julian date in this block. 2. If the QTY received was less than the QTY on order, leave this field blank. When this situation exists, the authority code (CC 27) may be "0", "1", or "2."

Figure 3-1.-- Sample Format for an EROSL--Continued

SUPPLY SOP

Legend (continued)

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
		3. If a part is no longer required, enter "CANC" in this field. When this entry is used, the authority code (CC 27) may be "2" through "8."
		4. If a part was previously received but for some reason the part will not be used in the repair of the item of equipment under the associated ERO number, insert "CR" in CCs 53-54 of this field. This entry will reverse any previously recorded parts charges against the associated ERO if the repair part was received through SASSY. When this entry is used, the authority code (CC 27) must be "2." No SASSY transactions will be produced.
		5. If the part was "scrounged", insert "SC" in CCs 53-54 and enter authority code 4, 5, or as appropriate.

Figure 3-1.--Sample format for an EROSL--Continued.

SUPPLY SOP

ERO END ITEM DATA

ERO NUMBER		ISSUE POINT ADDRESS CODE		END ITEM ID NBR		END ITEM TAM NBR		END ITEM USMC SERIAL NBR	
END ITEM NSN		END ITEM WSC		END ITEM NOMENCLATURE/MODEL				END ITEM MANUFACTURE	
END ITEM OWNING UNIT		ERO JON		DRIS		MAINT ECHELON		ERO PRI	
IDENTIFICATION REQUESTED ITEM DATA									
NSN PART NBR		NOMENCLATURE OR DESCRIPTION			MANUFACTURER			MANUFACTURER CO (FSCM)	
PUBLICATION OR REFERENCE			PAGE NO.		PUBLICATION DATE		CHANGE NO.		ITEM NBR
TECHNICAL SPECIFICATIONS/AMPLIFYING INFORMATION							SHOP OFFICER		PHONE
REQUESTED ITEM REQUISITION DATA									
UNIT OF ISSUE		QUANTITY		ESTIMATED UNIT PRICE		RECOMMENDED SOURCE (IF APPLICABLE)			
PRI	NORS	RDD	FEDERAL STOCK CLASS			1		2	
SUPPLY ACTION							DATE		
NSN/LOCAL STOCK NUMBER ASSIGNED					DOCUMENT NUMBER				
MSG DTG/DATE PASSED TO MPB		MSG DTG/DATE STATUS FROM MPB			STATUS		EAD		PART NUMBER NSN ASSIGNED
RECEIPT U/I		RECEIPT QTY		RECEIPT DATE					
FURTHER ACTION/REMARKS									

Figure 3-2.--Sample format for Non-System Item Requisition Form (Op1).
3-48

SUPPLY SOP

	<u>Title</u>	<u>Explanation</u>
1-3*	Document Identifier Code	Enter DIC "Z05."
4-6*	Routing Identifier Code	Enter RIC "MR3."
	Part Number	Enter the letters "PN."
9-13	Manufacturer's Code	Enter the Manufacture's Code.
14-33	Manufacturer's Part Number	Enter the Manufacture's Part Number.
34-35*	Unit of Issue	Enter the Unit of Issue that is applicable.
36-40	Quantity	Enter the Quantity.
41-46*	Activity Address Code	Enter the Activity Address Code.
47-50*	Julian Date	Enter the current Julian Date.
51-54*	Serial Number	Enter the Serial Number.
55-56*	Priority Code	Enter the Priority Code.
57-58	Advice Code	Enter the Advice Code or leave blank.
	Purpose Code	Enter the Purpose Code
	Demand Code	Enter the Demand Code.
61	NMCS/ANMCS Indicator	Enter "N" for NMCS and "E" for ANMCS or leave blank.
62-63	Responsible Unit Number	Enter the RU number or leave blank.
64-68	Equipment Repair Order Number	Enter the ERO number or leave blank.
69-80*	Cost Code	Enter the Cost Code.

NOTE: * Mandatory Entry.

Figure 3-3.--Sample Format for Non-System Item Requisition Form (Op2).

SUPPLY SOP

Card Number "1"

	<u>Title</u>	<u>Explanation</u>
1-3	Document Identifier Code	Enter DIC "ZNS."
	Routing Identifier Code	Enter RIC "MRS."
7	Card Number	Enter "1."
	Part Number	Enter the letter "PN."
10-14	Manufacturer's Code	Enter the Manufacturer's Code.
15-34	Manufacturer's Part Number	Enter the Manufacturer's Part Number from left to right.
35-54	Catalog Publication Number	Enter the catalog/ publication number from left to right.
55-59	Date of Publication	Enter date of the publication.
60-64	Latest Change Number of Publication	Enter the latest change number of the publication from right to left.
65-68	Page Number	Enter the page number from right to left.
69-73	Item Reference Number	Enter the reference number from right to left.
74-80	Blank	Leave blank.

Figure 3-3.--Sample Format for Non-System Item Requisition Form
(Op 2)--Continued.

SUPPLY SOP

Card Number "2"

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
	Document Identifier Code	Enter DIC "ZNS."
	Routing Identifier Code	Enter RIC "MR3."
7	Card Number	Enter "Z."
	Part Number	Enter the letters "PN."
10-14	Manufacturer's Code	Enter the Manufacture's Code.
15-34	Manufacturer's Part Number	Enter the Manufacturer's Part Number.
35-71	Item Description	Enter a brief description of the item from left to right.
72-75	Federal Stock Class	Enter the Federal Stock Class.
76-77	National Codification Bureau Code (NCBC)	Enter "01" for NCBC.
78	Assigning Activity Code	Enter the Assigning Activity Code (alpha).
79-80	Retirement Year	Enter the retirement year as reflected in the SL-6-1.

Figure 3-3.--Sample Format for Non-System Item Requisition Form
(Op 2)--Continued.

SUPPLY SOP

Card Number "3"

<u>CC</u>	<u>Title</u>	<u>Explanation</u>
	Document Identifier Code	Enter DIC "ZNS."
	Routing Identifier Code	Enter RIC "MR3."
7	Card Number	Enter "3."
	Part Number	Enter the letters "PN."
10-14	Manufacturer's Code	Enter the Manufacturer's Code.
15-34	Manufacturer's Part Number or National Stock Number	Enter the Manufacturer's part number from left to right.
35-54	End Item Application	Enter the Model Number and Nomenclature of the end item from left to right.
55	Supply Source Code	Enter the Supply Source Code.
56-61	Activity Address Code	Enter the Activity Address Code.
62-63	Unit of Issue	Enter the unit of issue.
64-72	Unit Price	Enter the catalog or estimated unit price, from right to left.
73-80	Blank	Leave Blank

Figure 3-3.--Sample Format for Non-System Item Requisition Form
(Op 2)--Continued.

SUPPLY SOP

SAMPLE

UNIT HEADING

4400
11 Oct 93

From: Responsible Officer, ACCT # 03
To: Supply Officer

Subj: OPEN PURCHASE REQUEST

1. It is requested that an open purchase be initiated for this responsible account and chargeable to same.
2. The following information/specifications, as applicable, is/are submitted:

- a. Nomenclature: PENCIL, DRAWING
- b. Brand Name: HEIKO Model No.: H29
- c. Quantity: 10 Unit of Issue: BX
- d. Estimated Price: \$2.00 Size: SL-2
- e. Recommended Vendor: SAKIYAMA OFFICE SUPPLY
- f. Point of Contact: GYSGT SMITH Tel #: 622-9311
- g. Req'd Delivery Date: 08 November 1988

h. Further amplifying remarks: (If no substitutes are acceptable, provide justification).

JUSTIFICATION: The above indicated item is required by this section for the reproduction of maps and overlays for the upcoming training operation. Item is not available through normal supply channels.

R. O. SMITH
Responsible Officer

Figure 3-4.--Sample Format for Open Purchase Request.

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE / SHIPPING DOCUMENT			
Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0246), Washington, DC 20503.			Form Approved OMB No. 0704-0246 Expires Oct 31, 1991
1 FROM: (Include ZIP Code) SUPPLY OFFICER, HEADQUARTERS BATTALION, M13001		SHEET NO. 1	NO OF SHEETS 1
		5 REQUISITION DATE 10 NOV 93	6 REQUISITION NUMBER M13001
		7 DATE MATERIAL REQUIRED (YYMMDD) 03 DEC 93	8 PRIORITY 05
2 TO: (Include ZIP Code) PURCHASING OFFICER/ CONTRACTING OFFICER		9 AUTHORITY OR PURPOSE S-3/NBC	
3 SHIP TO - MARK FOR SUPPLY OFFICER, M13001, HEADQUARTERS BATTALION THIRD MARINE DIVISION, FLEET MARINE FORCE - PACIFIC FPO-AP SAN FRANCISCO, CA, 96602 POC: PFC DIAZ AT 622-9388		10 SIGNATURE M.D. PESCASIO	
		11 VOUCHER NUMBER & DATE (YYMMDD) 	
		12 DATE SHIPPED (YYMMDD) 	
		13 MODE OF SHIPMENT 	
		14 BILL OF LADING NUMBER 	
		15 AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO 	
4 APPROPRIATION SYMBOL AND SUBHEAD 1741106.27A0		OBJ CL 000	BUR CONT NO 67438
		SUBAL LOT 0	AUTHORIZATION ACCT G ACTIVITY 67400
		TRANS TYPE 2D	PROPERTY ACCT G ACTIVITY 00000000
		COUNTRY JA	COST CODE 40233260001T
		AMOUNT \$ 75.00	
ITEM NO (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES (b)		UNIT OF ISSUE (c)
			QUANTITY REQUESTED (d)
			SUPPLY ACTION (e)
			TYPE CON-TAINER NOS (f)
			CON-TAINER NOS (g)
			UNIT PRICE (h)
			TOTAL COST (i)
	ELECTRONIC CALCULATOR TEXAS INSTRUMENTS MODEL # TI-30 STAT M130013326001T JUST: These calculators are needed to enhance the Division NBC capabilities during our training and operations. At this time we are using personal calculators when scientific, battery operated calculators are needed. Rec Vendor: Base Exchange		Ea 5 \$ 15.00 \$ 75.00
<div style="float: right; width: 30%;"> <p>C.O. </p> <p>DSO <u>Z. K. Zangdon</u></p> <p>COMPT _____</p> </div>			
16 TRANSPORTATION VIA MATS OR MTS CHARGEABLE TO		17 SPECIAL HANDLING	
ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION
CHECKED BY			
PACKED BY			
← TOTAL →			
18 CONTAINER RECEIVED EXCEPT AS NOTED		19 CONTAINER RECEIVED EXCEPT AS NOTED	
20 QUANTITIES RECEIVED EXCEPT AS NOTED		21 QUANTITIES RECEIVED EXCEPT AS NOTED	
22 POSTED		23 POSTED	
DATE (YYMMDD) BY SHEET TOTAL		DATE (YYMMDD) BY GRAND TOTAL	
24 REC'D BY'S		25 REC'D BY'S	

Figure 3-5.--Sample Format for a Requisition and Invoice/Shipping Document, DD 1149.

SUPPLY SOP

UNIT HEADING

4400
(date)

From: Commanding Officer, Unit
To: Commanding General, MCB Camp Smedley D. Butler, FPO Seattle,
WA 98773 (Attn: Base Supply Officer)
Subj: SUBMISSION OF AUTHORIZED REPRESENTATIVES TO REQUEST AND RECEIPT
FOR CONTROLLED BLANK FORMS
Ref: (a) BO 44004.2

1. Per the reference, the below identified individual is authorized to request and receipt for controlled blank forms for this activity.

TYPED NAME:

SIGNATURE:

SSN: PHOTO

RTD:

UNIT PHONE:

2. Listed below are the controlled blank forms authorized to be requested and receipted for by the above named representative.

NSN	FORM #	NOMENCLATURE
-----	--------	--------------

3. The specimen signature will be entered on all requests from this command. This letter supersedes all previous letters submitted.

C. O. JONES

Figure 3-6.--Sample Format for Letter Appointing Authorized
Representatives to Request and Receipt for Controlled
Blank Forms.

SUPPLY SOP

```
*****
FORM NAME                                NSN
*****
```

SERIAL NUMBERS	QTY INCR	QTY DECR	BAL	DATE	SIGNATURE	REMARKS
-------------------	-------------	-------------	-----	------	-----------	---------

Figure 3-7.--Sample Format for Controlled Blank Form Log Book Entries.

SUPPLY SOP

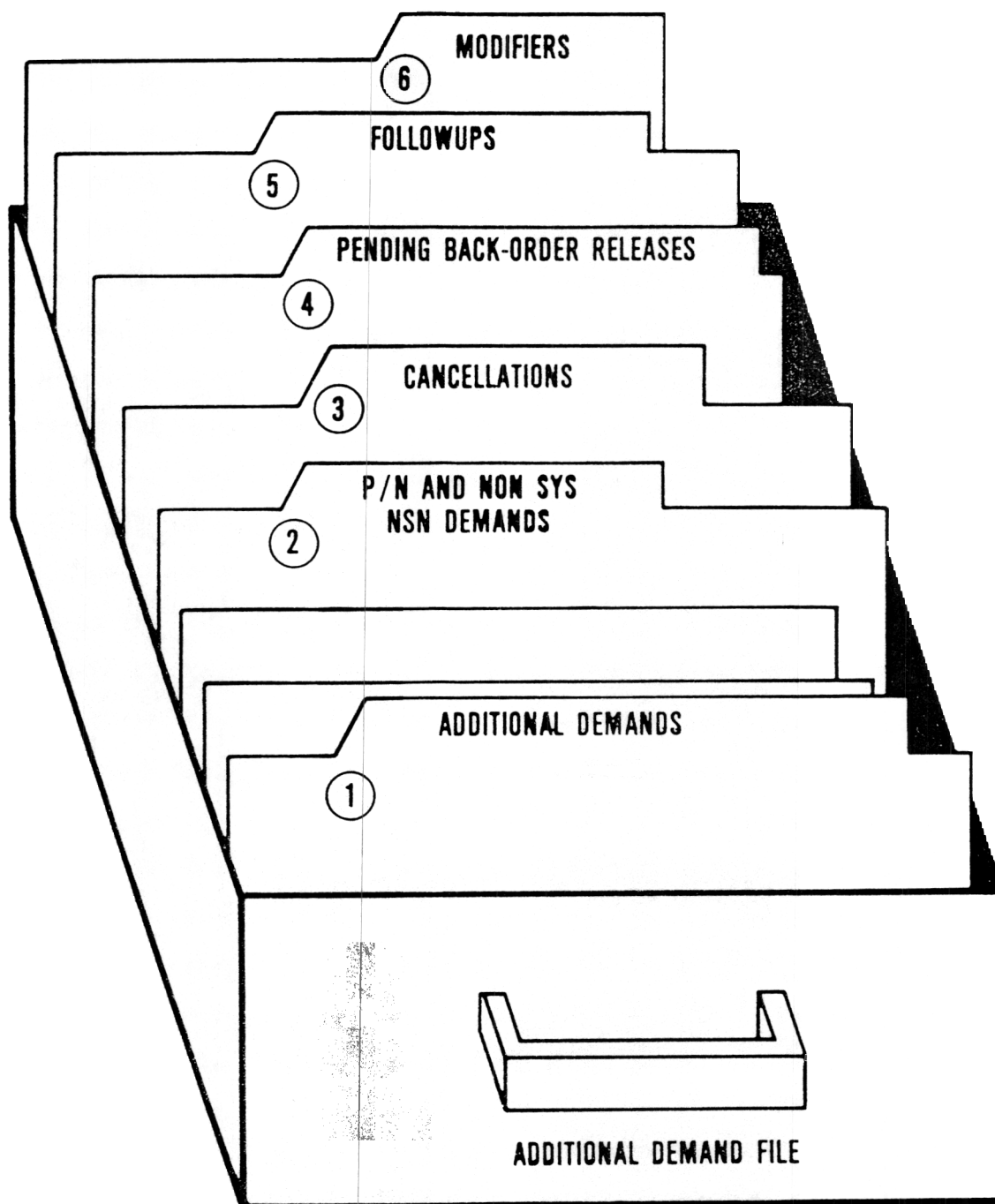


Figure 3-8.--SASSY Additional Demand File-Requisition Source Document Method.

SUPPLY SOP

Legend

1. Additional Demands. This section contains a copy of all additional demands, inquiries, and DIC D7A's (over-the-counter-issues) originated within the using unit for system NSNs, in document number sequence.

Note: When a DIC D7_ transaction shows up on the daily history and all of the information is correct, it may be destroyed.

2. Part Number and Non-System NSN Additional Demands. Additional demands maintained in this file include requests for part numbers and requests which contain non-system NSNs. They will be filed in document number sequence and reconciled with the weekly demand listing.

3. Pending Cancellations. Cancellations for additional demands are filed in this section. They will remain here until they fail to appear on the weekly demand listing. When the demand fails to appear on the demand listing, the pending copy may be discarded.

4. Pending BackOrder Releases. Copies of backorder releases (DIC ZZZ or D6T with a "1" in CC 70) are filed in this section. In addition, the demand list should be annotated to indicate that a backorder release has been accomplished. When the demand fails to appear on the demand listing, the pending copy of the backorder release may be discarded.

5. Follow-ups. All follow-up transaction copies will be filed in document number sequence. They will be reconciled with the weekly demand listing, and, when they show on the demand list, they will be discarded.

6. Modifiers. Copies of DIC ZM_ modifiers will be filed in this section. In addition, the demand list should be annotated to indicate that a modifier has been submitted. Once the demand list shows the modification, the modifier should be discarded.

Figure 3-8.--SASSY Additional Demand File-Requisition Source Document Method--Continued.

SUPPLY SOP

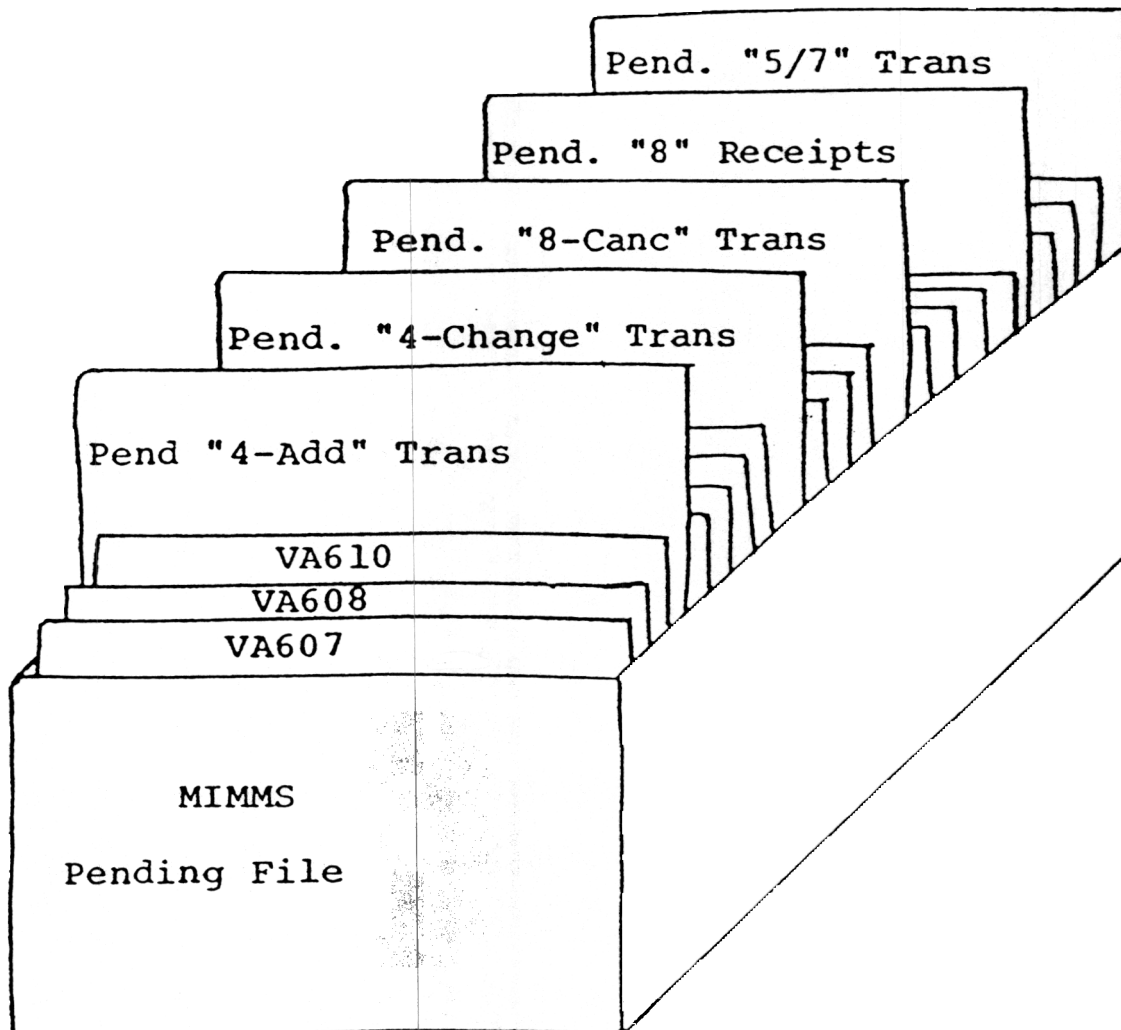


Figure 3-9.--MIMMS Pending Requisition File

SUPPLY SOP

Air Shipment POES

TCM McChord AFB WA
SUU Travis AFB CA
SBD Norton AFB CA
TIK Tinker AFB OK
WRI McGuire AFB NJ
DOV Dover AFB DE
NGU Norfolk NAS VA
CHS Charleston AFB FLA
COF Patrick AFB FLA

West Coast POES - Surface

4DL Pacific Northwest Seattle
3CD Concord Naval Weapons Station
3DK Oakland Military Ocean Terminal
3HL Southern California Outport
3JI San Diego CA

East Coast POES - Surface

1GC Military Ocean Terminal Bayonne NJ
1MJ Norfolk NSC
1N4 Military Ocean Terminal Sunny Point
2DC New Orleans

For surface POES, allow 90 days before considering the document lost

For Air Shipment POES, allow 30 day before considering the document lost.

Figure 3-10.--Shipment Port of Embarkation (POE) Codes.

SUPPLY SOP
CHAPTER 4
INVENTORY CONTROL PROCEDURES

	<u>PARAGRAPH</u>	
GENERAL INFORMATION .	4000	
ALLOWANCES.	4001	
LOADED UNIT ALLOWANCE FILE (LUAF)	4002	
HANDLING DEFICIENCIES OF T/E ALLOWANCES .	4003	4-15
HANDLING EXCESSES OF T/E ASSETS .	4004	4-18
REDISTRIBUTION OF T/E ASSETS.	4005	4-20
DISPOSAL OF UNSERVICEABLE ALLOWANCE ASSETS.	4006	4-25
RETAIL - INVENTORY FILE/CONSOLIDATED MEMORANDUM RECEIPT (RIF/CMR) (OLD RUAF)	4007	4-27
INVENTORIES/RECONCILIATIONS .	4008	4-36
ACCOUNTING FOR MAJOR END ITEMS BY SERIAL/REGIST- RATION NUMBER	4009	4-38
SUPPLY OFFICER'S CMR IN LIEU OF SERIALIZED ITEM SUBSIDIARY FILE.	4010	
VOUCHER FILES .	4011	
ASSIGNMENT OF LOCAL TAM CONTROL NUMBERS (TAMCNS) /NATIONAL STOCK NUMBER (NSNS)	4012	4-42

FIGURE

4-1	FORMAT FOR A MECHANIZED ALLOWANCE LIST (MAL) PENDING ADJUSTMENT TRANSACTION FILE	4-43
4-2	FORMAT FOR A RUAF PENDING ADJUSTMENT TRANSACTION FILE.	4-44
4-3	FORMAT FOR A TABLE OF EQUIPMENT FILE.	
4-4	SAMPLE FORMAT FOR A T/E ALLOWANCE CHANGE AUTHORIZATION INDEX SHEET	4-46
4-5	SAMPLE FORMAT FOR A CONTROLLED ITEM DEFICIENCY LETTER	4-47

SUPPLY SOP

	SAMPLE FORMAT FOR A WIR MESSAGE REPORT .	4-48
	SAMPLE FORMAT FOR A WIR MODIFIER MESSAGE . .	4-49
	SAMPLE FORMAT FOR A WIR FOLLOW-UP MESSAGE.	4-50
	SAMPLE PRINTOUT OF THE ADPE-FMF SAC 1 EXCESS/ DEFICIENCY REPORT	4-51
4-10	FORMAT FOR MONTHLY T/E SAC 1 REPORT SUMMARY DATA.	4-52
4-11	SAMPLE FORMAT FOR A LETTER OF APPOINTMENT OF RESPONSIBLE OFFICER.	4-53
4-12	SAMPLE FORMAT FOR AN AUTHORIZATION TO SIGN INTERIM RECEIPTS.	4-56
4-13	SAMPLE FORMAT FOR A DELEGATION OF AUTHORITY TO RECEIPT FOR SUPPLIES	4-57
4-14	SAMPLE FORMAT OF A COVER LETTER FOR CONSOLIDATED MEMORANDUM RECEIPT (CMR)	4-58
4-15	SAMPLE FORMAT OF A FIRST ENDORSEMENT ON A COVER LETTER FOR CONSOLIDATED MEMORANDUM RECEIPT (CMR)	4-59
4-16	SAMPLE FORMAT OF A REPORT OF DISCREPANCIES ON THE CONSOLIDATED MEMORANDUM RECEIPT (CMR)	4-60
4-17	SAMPLE FORMAT OF AN INTERIM RECEIPT (ISSUE)	4-61
4-18	SAMPLE FORMAT OF AN INTERIM RECEIPT (TURN-IN)	4-62
4-19	SAMPLE FORMAT OF A REQUEST FOR ASSIGNMENT OF LOCAL TAM CONTROL NUMBERS (TAMCNS)/ NATIONAL STOCK NUMBERS (NSN).	4-63

SUPPLY SOP

CHAPTER 4

INVENTORY CONTROL PROCEDURES (PURPOSE CODE "C")

4000. GENERAL INFORMATION

1. It is the responsibility of the using unit commander to have on hand or on order at all times those quantities of authorized allowances reflected in the Equipment Allowance File (EAF), Table of Equipment (T/E) and other allowance publications or directives.

a. The supply officer is responsible to the commanding officer for the management of all of the organization's assets.

b. Assets identified in allowance publications as unit authorized allowances will be accounted for on the unit's Mechanized Allowance List (MAL).

c. To provide clarification of the definitions contained in paragraph 5004 of the MCO P4400.150D in determining "Supply System Stock" and "Marine Corps Property", the following guidance is provided.

(1) All assets that are held by the unit supply officer until issued to an individual or responsible officer, regardless of the Purpose Code assigned, are considered "Supply System Stock". To adjust property records as a result of a scheduled wall-to-wall inventory or a result of a spot inventory, the DIC D8A/D9A will be utilized.

(2) Assets that have been issued to an individual or responsible officer are classified as "Marine Corps Property". Document Identifier Codes D8Z and D9Z will be utilized to adjust property records for physical gains/losses of Marine Corps Property at the individual or responsible officer level.

2. The following files and listings will be maintained to assist in ensuring effective accountability of Purpose Code "C" assets. Each of these files/listings is discussed in greater detail in subsequent paragraphs of this Chapter.

a. Mechanized Allowance List (MAL). The primary purpose of the MAL is to control T/E and special allowances of the command. Additionally, the MAL provides current information such as NSN, unit price, overages, shortages, and other information for allowance-type material within the command.

b. MAL Pending Adjustment Transaction File. This file will contain copies of transactions submitted to the SMU for processing changes to the MAL. These copies will be maintained until the adjustment is inducted into the LUAF and becomes resident on the MAL. See figure 4-1 for a sample format of a MAL pending adjustment transaction file.

c. Retail Inventory File (RIF). This is a file maintained on the main frame computer at the RASC which must be kept current by using unit personnel. It reflects the internal distribution of assets posted to the LUAF, by serial number, and is accessed by other systems, including MIMMS, to determine equipment ownership. If equipment is not properly registered on the RIF, to include serial numbers, desired MIMMS transactions will not process. The following files support maintenance of the RIF and will be maintained within each unit.

(1) Consolidated Memorandum Receipts (CMR). This listing is an extract of the RIF and is provided by the SMU based on the QM transaction inducted by the using unit. The CMR list authorized allowance items controlled by the subordinate units. The CMR will resemble the Mechanized Allowance Listing (MAL) except that it will contain the USMC/serial number of all on-hand allowance-type items.

(2) RIF Pending Adjustment File. A RIF Pending Adjustment File will be maintained. It will contain all adjustment transactions submitted to the SMU. These pending transactions will be retained on file until they appear on the next updated CMR. See figure 4-2 for an example of an RIF Pending Adjustment File. See also, paragraph 2.6 section 2, part III of the UM 4400-124 for additional information on this file.

(3) Serialized Item Subsidiary Record File. This file is designed to assist units in keeping track of serialized items of government property not signed out to a Responsible Officer (RO) on a CMR. See paragraph 2.7, section 2, part III of the UM 4400-124 for additional information on this file.

d. Voucher File. This file establishes an audit trail of transactions affecting certain non-expendable and expendable property and will contain various supply documents to support certain transactions which have been forwarded to the SMU. See paragraph 4001 of this Chapter.

4001. ALLOWANCES

1. General. An allowance is defined as that quantity of an item required to be on hand or on order by a unit as authorized by the unit's T/E and/or other allowance publications or directives.

2. Table of Equipment (T/E). The T/E, published by the Commandant of the Marine Corps (Code LPP-1), lists authorized allowances for Marine Corps units down to the battalion, battery and company levels. Allowances are based on anticipated combat conditions.

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3. Equipment Allowance File (EAF). This mechanized file contains authorized T/E allowances for all units in the Marine Corps. The EAF is provided quarterly on tape to Automated Services Centers for breakdown into paper printout or microfiche and distribution to units on a quarterly basis. The EAF is the official Marine Corps authority on T/E allowances. Upon receipt, a review should be conducted, and unexplainable changes should be identified to this headquarters (Division Supply).
4. Table of Organization (T/O). The EAF is to be used in conjunction with the T/O to determine allowance quantities of "per individual" equipment, weapons and weapons accessories. The T/O contains breakdowns of authorized personnel by subordinate units, to include billet, rank, MOS and weapon used. Additionally, the T/O provides totals of individuals and types and quantities of weapons required. Supply officers will ensure that they are maintaining sufficient assets to support their T/O. Supply officers will ensure that the "contingency" and "supplementary" T/O quantities are included in their "per individual" equipment allowance computation. A T/O tape is provided by HQMC to the Manpower Information System Support Office (MISSO), MCB Camp Foster, Building 5674 (645-7594), and will be used by all III MEF units to determine the "once-per-year" allowances for "per individual" equipment. The unit supply officer should ensure that the unit S-1 requests a printout of their T/O for his unit, as required. Once the "per individual" allowances have been established based on the July T/O, these allowances will not be adjusted on the MAL until the following July.
5. Internal Responsible Unit (RU) Allowances. These are the quantities of specific allowance items which using unit commanders (i.e, battalion commanders and commanding officers of the headquarters companies/batteries of regiments) authorize their responsible officers to hold. The HQMC-issued T/E's provide a breakdown of Type I (A - E TAMCN) allowances only by company, battery, and/or separate platoon. Under certain situations (e.g., deficiency or geographic dislocations of trained operators/maintenance personnel or the desire to divide equipment held by the headquarters elements among other subordinate units), unit commanders may wish to internally suballocate their equipment in some way other than that reflected in the allowance publications issued by higher headquarters; the RU allowance, as loaded in the RIF, allows the unit commanders this option of internally adjusting the disposition of his equipment. The Consolidated RIF is a listing provided by the SMU which gives T/E allowances, in TAMCN sequence, and on hand quantities of items in the hands of responsible officers. This listing displays all the units' assets which are loaded to CMRs. It serves as an internal T/E, indicating to the commanding officer where his assets are located within the organization.
6. Type I Allowances. These allowances are mandatory. They are contained in a unit's T/E and are required to be on hand or on valid requisition at all times except when guidance to the contrary is provided by higher headquarters.

7. Type II Allowances. These allowances are established on an "as required" basis. These items do not lend themselves to the establishment of firm allowances, as requirements may vary due to assigned mission, operations, and locations of units. Division allowances for Type II equipment are contained in current Type II allowance reviews.

8. Type III Allowances. These allowances are for equipment, including Training Allowance Pool (TAP) items, requiring special measures of control. TAP procedures are covered in chapter 13 of this Manual.

9. Request for Modification of Authorized Allowances.

a. When the commanding officer determines that Type I and Type II material authorized in the EAF T/E or Type II Allowance Review is either insufficient or excess to the needs of the organization, a request for Modification of Allowance (MOA) will be submitted per the procedures defined in the current MCO P4400.150D. The format depicted in figure 4-3 (with cover letter) will be used for each submission. Enclosure (2) of MCO 4400.172 pertains.

b. An original and two copies of each recommendation will be submitted under cover letter to the Commanding General, 3d Marine Division (Division Supply). The Commanding General (Division Supply) will then process the MOA and forward the request to the Commandant of the Marine Corps. Type II increases or decreases will be approved or disapproved by Commanding General, III MEF. (See paragraph 10.e below). Initial allowance request will be forwarded to HQMC.

10. Maintenance of T/E and Allowance Publications. All unit's equipment allowance publications and justification(s) will be maintained at the Using Unit. These publications/justifications are to be separated in the following manner.

a. Pending MOAs. This section will contain, in date/date-time group sequence, copies of all MOA letters/messages submitted per paragraph 4001.9 above which have not yet been formally approved/disapproved by CMC (for Type I Items) or Commanding General, III MEF (for Type II items). A copy of all related correspondence should be attached to each MOA letter/message. Pending MOA(s) on excess T/E assets do not authorize the using unit to maintain the equipment. Therefore, units will comply with disposition instructions from this command or higher headquarters.

b. Authorized/Approved T/E Changes. Figure 4-4 provides the format in which the T/E allowance change authorized index sheet will be prepared. As changes are received, the next available index number will be assigned, and the reference information of the change and the date of the change will be entered. The index number will be penciled in the left margin of the actual T/E printout for the TAMCN(s) affected. This will provide a reference to substantiate the change to the T/E. The quantities on the T/E printout will be pencil-changed to

reflect the new allowance quantity. The change documents will be filed immediately behind the index sheet in index number/date sequence.

c. Table of Equipment (T/E). In this section the latest EAF T/E printout will be filed. It will reflect the index numbers of all changes in the left margin, and the quantities of each change will be penciled in under the applicable unit (Co, Bn, Regt, Grp) T/E number for each TAMCN modified by the change document(s).

d. Split T/Es. Those units having elements permanently/semipermanently deployed away from 3d Marine Division will receive "Split T/Es" where required. The allowances rated by the parent unit are apportioned among its elements. Quantities of allowance items contained on Split T/Es take precedence over EAF T/Es for Type I items. As new/updated EAF T/Es are received, a thorough comparison with both the superseded EAF T/E and the split T/E will be conducted. In cases where the HQMC allowance quantity is the same, the split T/E quantity will remain the same. If, however, the HQMC allowance quantity on the new EAF T/E is different from the old EAF T/E quantity, the split T/E will have to be adjusted. The unit will receive correspondence indicating new distributions and will adjust allowance quantities accordingly, recording and filing the changes on the index sheet discussed in subparagraph 4001.10b(1) above.

e. Type II Allowances. Type II allowances appearing in the T/E are only guides. Force commanders have the authority to set the Type II allowances. COMMARFORPAC has delegated this authority to the Commanding General, III MEF. Type II Allowance Review contains the current Type II allowances for 3d Marine Division units. These quantities have precedence over those printed in the T/E and will be maintained per instructions contained in Type II Allowance Review.

f. Table of Organization (T/O). Using units are required to hold "per individual" equipment and weapons for the full T/O of personnel (the T/O authorized quantity minus any "split" personnel allowances). That quantity includes:

Any "contingency" personnel.

Any "supplementary" personnel.

4002. LOADED UNIT ALLOWANCE FILE (LUAF)

1. General Information

a. The LUAF contains essential information which the using unit supply officer need to maintain control of the commander's assets, to include:

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(1) The LUAF maintains a record of authorized allowance for T/E and special allowance requirements. The file records allowance quantities which are on hand, due and other control information.

(2) Using units allowance items are carried on the LUAF as Purpose Code C, Condition Code A. Total allowance assets are equal to the on-hand quantity plus any authorized due quantities. Authorized allowance requirements represent all T/E allowance and special allowance.

(3) The allowance record may contain a primary national stock number and up to nine substitutes.

b. The LUAF is updated during the inventory update process. Exception codes are identified for management when exceptional conditions existed at the time of processing. Exception codes and required action to correct error situations can be found in part IV of the UM 4400-124.

2. Mechanized Allowance List Over/Short Report (MAL)

a. Purpose. The MAL is comprised of selected information extracted from the LUAF. The primary purpose of the MAL are to assist in controlling unit allowances of material and to enable commanding officers to guard against critical shortages and unauthorized excesses.

b. Frequency.

(1 MALs will be produced at the following times:

(a) Monthly. Upon completion of the monthly field change process, the SMU will prepare the MAL automatically and distribute it to the appropriate units.

(b) Upon request of the unit supply officer. If an abnormal number of adjustment transactions have been processed against the LUAF, causing pending files to become cumbersome, a request should be submitted to the customer service section of the SMU, requesting a special run of the MAL.

(2) Using units are cautioned against requesting an excessive number of MALs. Monthly MALs provided by the SMU should be sufficient to meet the needs of the using units. Information concerning specific adjustments and/or TAMCNs can be obtained submitting inquiry transactions (DIC ZQ1) to the LUAF, citing inquiry action code BA2. Supply officers should ensure that their MAL is kept current and reflects the true asset picture of the command. On many occasions, the MAL is utilized by the Division Supply Officer when directing redistributions. The MAL also should be used in conjunction with the RIF to control property charged to the using unit.

c. Format. The MAL is printed in two parts. Each part is printed in TAM within NSN sequence; in both parts each entry contains "TAMCN, NSN, Item Name, Unit of Issue, On Hand, T/E Allow, Special Allow, Total Allow, Unit Price, SAC, MRIC, CIC, Quantity Due In, Quantity Over/Short".

(1) Part 1. This part of the MAL consists of all Type I T/E items. All items in part 1 of the MAL will be assigned a Memorandum Receipt Indicator Code (MRIC) of "1". Allowance quantities for Type I items will be based upon the unit's EAF T/E and those special allowances promulgated by separate correspondence.

(2) Part 2. This part of the MAL consists of all Type II T/E items, local TAMCN items, and any T/E items designated special allowances by the Force/Division Commander. All items in part 2 of the MAL will be assigned an MRIC of "2". Authorized Type III items will also be listed in Part 2 of the MAL.

(3) Controlled Items Code (CIC) Assignment. CICs will be assigned as follows:

(a) All Marine Corps controlled items resident in the Master Header Information File (MHIF) are identified by an alpha character CIC (A through I) and will be likewise identified on the MAL.

(b) The force or local commander may implement special measures of control over certain designated items by assigning these items, in writing, a CIC of "2".

(c) If the item is not a Marine Corps or locally controlled item, the CIC column will be left blank.

(4) Allowance Change Transactions (DIC YAL).

(a) General. The allowance change transaction (DIC YAL) is used to build, change, or delete the data elements in the LUAF. The elements that can be adjusted by a YAL are: "TAMCN", "NSN", "ALLOWANCE QTY", "CIC", and "MRIC".

(b) Authorization. Allowances loaded to the LUAF and appearing on the MAL must be backed by an authorization to hold that allowance. Appropriate authorization can be the EAF, a split T/E approved by COMMARFORPAC, a CMC change letter to a T/E, a CMC message, or a Force or Division Order establishing Type II allowances. To insure that proper allowances are maintained, the Purpose Code "C" clerk will be responsible for the maintenance of all allowance authorization correspondence.

(c) Preparation of the YAL. When required, prepare and submit a YAL transaction per the format contained in part IV, section 2 of the UM 4400-124.

1 Increase/Decrease to Existing Allowance. If the new allowance is an increase or decrease in quantity for a TAMCN which is already loaded to the LUAF and which appears on the MAL, the YAL will be submitted to adjust the allowance only.

2 New Allowance. If the allowance change is for a new allowance (TAMCN) which has not been loaded to the LUAF/MAL, the YAL must only contain the allowance quantities to be loaded. If the on hand quantity for the new item is zero, enter "000000" in CC 50-56. On hand quantities will be loaded with the appropriate receipt transactions D6T or D6A.

3 Deletion of Allowances. If you desire to completely remove a TAMCN allowance from the LUAF/MAL, because it is no longer rated by the T/E, a YAL reversal transaction will be submitted (see note 3 for the "YAL transaction" in part IV, section 2 of UM 4400-124). Prior to submitting this YAL reversal, the on hand balance must be reduced to zero by some sort of adjustment transaction (e.g., DAD). A separate adjustment transaction must be prepared for each prime NSN and each related family NSN which is resident on the LUAF.

4 MAL Clerk. Clerks are cautioned to ensure that all allowance fields on a YAL transaction are completely filled. If no allowance is rated in one of the allowance fields (e.g., "Special Allowances") the field will contain all zeros. For modification of TAMCN or MRIC Codes, prepare a YAL w/correct TAMCN/MRIC Code. O/H quantity does not need to be transferred to Purpose Code "A".

3. Transactions Which Affect the "O/H QTY" on the LUAF/MAL.

a. Gain/Loss Transaction (D8/D9).

(1) Inventory Gain Transaction (D8A). This transaction is used to increase the on had quantity of the LUAF/MAL as a result of a wall-to-wall inventory or as the result of a spot inventory. D8A transactions are authorized only for adjustments of supply system stock. When adjustments are required, causative research is conducted prior to being processed into the system. This transaction will be vouchered with detailed justification and the explanatory statement will be made on an as occurring or daily basis as required.

(2) Administrative Gain Transaction (D8B). This transaction is used for accounting or administrative adjustments. Administrative gain transactions must be vouchered to indicate that no actual gain has occurred. The transaction(s) that processed in error to cause the record imbalance must be specifically identified by document number and date processed. This transaction will be vouchered with detailed justification and the explanatory statement will be made on an as occurring or daily basis when computer generated gains are produced.

(3) Miscellaneous Gain Transaction (D8Z). This transaction will be used when the circumstances surrounding the adjustment do not fit into any other categories. D8Z transaction will be used when a T/E and allowance type item is obtained from a Self-Service Center. The document serial number will contain "DSSC." When adjustments are required causative research is conducted prior to being processed into the system. This transaction will be vouchered with detailed justification and the explanatory statement will be made on an as occurring basis as required.

(4) Inventory Loss Transaction (D9A). This transaction is used to decrease the on hand quantity of the LUAF/MAL as a result of a wall-to-wall inventory or as the result of a spot inventory. D9A transactions are authorized only for adjustments of supply system stock. When adjustments are required causative research is conducted prior to being processed into the system. This transaction will be vouchered with detailed justification and the explanatory statement will be made on an as occurring or daily basis as required.

(5) Administrative Loss Transaction (D9B). This transaction is used for accounting or administrative adjustments. Administrative loss transactions must be vouchered to indicate that no actual loss has occurred. The transaction(s) that processed in error to cause the record imbalance must be specifically identified by document number and date processed. This transaction will be vouchered with detailed justification and the explanatory statement will be made on an as occurring or daily basis as required.

(6) Miscellaneous Loss Transaction (D9Z). This transaction will be used when the circumstances surrounding the adjustment do not fit into any other categories. When adjustment are required, causative research is conducted prior to being processed into the system. This transaction will be vouchered with detailed justification and the, explanatory statement will be made on an as occurring or daily basis as required.

b. Issues to Rollback (D7P). Issues to rollback are used to reduce the O/H quantity field on the LUAF/MAL when:

(1) Excess consumable and non-controlled items, will be transferred to Purpose Code "A", Condition Code "A", for rollback to the supporting SMU General Account. When the SMU processes the D7P transaction, it will produce DD 1348-1 shipping mat. Upon receipt of the shipping mat the using unit will attach them to the excess materiel and deliver the materiel to the SMU only after appointment has be made. The original BWA Form 1348-1 will be signed by the General Account Personnel and will be retained for two years.

(2) Excess Marine Corps Controlled items, CIC's A through I cannot be redistributed. The unit will submit to MCLB Albany GA, a Recoverable Item Report (DIC WIR). WIR's will contain the letter "E" in the first position of the document serial number.

Upon receipt of disposition instructions, from Albany, the unit will prepare a DIC D7P transaction to rollback the item back as per the instructions received. Copy of the WIR, 1348-1 and disposition instructions will be retained in the voucher file for five years.

c. Issue to Cash/Checkage Sale (D7Y). An Issue to Cash/Checkage Sale transaction (D7Y) is used to reduce the On-Hand quantity on the LUAF/MAL. This is normally, done when an individual voluntarily consents to replace an item of government property which that individual has lost, destroyed or damaged. This transaction will be supported by a Cash Sales/Request for Checkage for Government Property (NAVMC 6) (see chapter 5 of this Manual).

d. Condition Code Transfer (DAC). Condition Code transfer is used to transfer a quantity of unserviceable assets from on-hand "CA" quantity field on the LUAF/MAL to the on-hand "AF" quantity field on the LUBF. A D7J transaction (Issue to Disposal) will be processed to reduce the LUBF on-hand "AF" quantity, and the assets will be turned in to Defense Reutilization and Marketing Office (DRMO) (see chapter 14 of this Manual).

e. Purpose Code Transfer (DAD). Purpose Code transfer is used to transfer a quantity from on hand "CA" quantity field on the LUAF/MAL to the on hand "AA" quantity field on the LUBF or vice versa. This transaction can only change the purpose code of the assets that are being transferred not the condition code. Then a D7P transaction (Issue to Rollback) will be processed to reduce the LUBF on hand "AA" quantity field, and the assets will be turned into the SMU.

f. Additional Demands (Z01s), Redistributions (Z2M) and Receipts from Due (D6T/1). Redistribution and additional demands that have an established backorder will appear in the "Due In" field of the MAL. The "Due In" quantity can be reduced only by releasing the backorder (D6T with a 1 in CC 70 or ZZZ) or by canceling the backorder (ZC1 with a blank or a B in CC 7). If the backorder is released, the quantity will move from the "Due In" field on the MAL to the "O/H Qty" field on the MAL will be affected (see chapter 3 for preparation and distribution of DICs Z01, D6T and ZZZ; see paragraph 4005 of this Manual for redistribution).

g. Receipts Not-From-Due (D6A)

(1) General Information. Receipts transaction for which there is no DASF record (i.e. RU turn in serviceable materiel, force fed issues of new T/E equipment). The D6A transaction will be used to receipt for the items in Purpose Code "A", Condition Code "A". This transaction will be used to adjust the records in lieu of a D8_ gain transaction.

(a) Once the "D6A" appears on the Daily History, prepare and submit a Purpose Code Transfer (DAD), to transfer the equipment from Purpose Code "A" to Purpose Code "C", Condition Code "A". This will cause the on hand quantity on the LUBF "AA" to decrease and the on hand quantity on the LUAF/MAL to increase for the quantity reflected in the transaction.

4. MAL Annotation Requirements. Prior to submitting adjustment documents to the SMU to update the LUAF/MAL, the Purpose Code "C" clerk will annotate the MAL as follows:

a. Change the on hand quantity to reflect the actual on hand for the total for the TAM line and the NSN that is being affected. Then annotate the new quantity next to the marked out quantity. Only the current, adjusted, on hand total needs to be shown. Previous totals may be erased. Computer quantities will have one line draw through them, but must remain legible, (i.e. 2).

b. Make the appropriate adjustment to the over/short column. For overages, just place that amount in the over/short column that you are over. For shortages, you will put a (-) minus sign in front of the quantity that you are short in the over/short column.

c. Annotate the Document Identifier Code (DIC), quantity of the you have more on hand than your total allowance you are over and if transaction, Julian date and the serial number of the transaction in the right hand margin of the MAL (i.e. D8A (19) 4030-0004).

d. The supply officer will initial each annotation to the MAL in pencil ONLY.

e. All entries will be kept neat and legible.

f. All transactions submitted to adjust the LUAF/MAL allowance or on hand quantities will be prepared using EUCE-FMF.

5. MAL Pending Adjustment Transaction File

a. General Information. The primary purpose of this file is to maintain a record of all transactions submitted to modify the LUAF/MAL until the transactions have processed and appear on an updated MAL.

b. Contents. This file will contain pending transactions for the following DICs:

- (1) YAL
- (2) D8
- (3) D9
- (4) DAC
- (5) DAD
- (6) Z2M (Shipping/losing unit only)

c. Format. This file will be maintained using NAVMC 10694s and the SASSY Transaction Passed Edit Listing. The Purpose Code "C" clerk must maintain the files so that they can reconcile the documents against the Daily History Section.

(1) NAVMC 10694 File. This file will be maintained in three sections as follows (see figure 4-1):

a. Pending Keypunch Section. This section will be maintained in NSN sequence. Once the transaction is keypunched, it will be annotated with the keypunch date then moved to the Pending Daily History Section.

b. Pending Daily History Section. This section will be maintained in NSN sequence. A copy of all pending transactions listed above will be maintained in this section until they appear on the unit's Daily History. The Purpose Code "C" clerk will physically check the Daily History listing immediately upon receipt. Once the transaction appears on the Daily History listing, annotate the date of appearance on the pending file copy of the transaction document, and transfer the document to the Pending MAL Adjustment Section.

c. Pending MAL Adjustment Section. This section is maintained in TAMCN sequence, regardless of DIC, NSN, etc. This is done to facilitate reconciliation against the MAL which is in TAMCN sequence. After the required adjustment has processed and the necessary change is reflected on the new MAL. These pending documents may be destroyed only after the reconciliation of the new MAL is completed. However, if they are vouchered with the commanding officer's signature or required for Proof of Delivery (POD) file, they must be moved to the voucher file for retention.

(2) Passed Edit Listing File. If this method is used, the SASSY Transaction Passed Edit Listing from the EUCE-FMF will be annotated to indicate which transaction have processed on the Daily History and which have processed on the MAL.

This file will be maintained in batch number sequence, and this batch number annotated on the MAL along with transaction. Past Edit Listings will be retained for a period of 1 year. Voucher and POD requirements can only be satisfied via procedures identified in the above paragraph.

6. Reconciliation Upon Receipt of MAL

a. The MAL clerk, upon receipt of an updated MAL, will compare the updated MAL against the old MAL and the MAL pending transaction file to ensure accuracy. When the old and new MAL have been reconciled and still-pending transactions have been annotated on the new MAL, the new MAL will be filed in place of the old MAL. Old MALs will be retained for 6 months. Periodically, the supply officer should personally provide the commanding officer with a briefing on the status of his assets. This briefing will cover, at a minimum, the following areas:

All shortages

All excesses.

(3) Dollar value required to bring the unit's SAC 1 shortages up to T/E authorized level (paragraph 4003 below relates).

b. Allowance quantities are recorded on the LUAF/MAL against the prime NSN, with the on hand quantity printed for the actual NSN(s) on hand. Allowance quantities on the MAL are mandatory allowances. In cases where deficiencies exist, the supply officer will prepare and submit requisitions to fill the deficiencies unless funds are not available or the deficient item(s) are scheduled to be force fed. A further discussion of allowance deficiencies is contained in paragraph 4003 below.

4003. HANDLING DEFICIENCIES OF T/E ALLOWANCES

1. General Information. When the on-hand quantity plus the due quantity falls below the total allowance quantity, the unit will prepare an additional demand (DIC Z01) for the deficient quantity and forward the transaction to the SMU in accordance with the following guidance.

2. SAC "1" Deficiencies. Paragraph 2001 of MCO P4400.150D directs that T/E Type I allowance items and locally established/approved Type II allowances will be on hand or on order at all times (except as noted by paragraph 4002.2b). In case of SAC 1 allowance items, the primary emphasis of a using unit fiscal plan (i. e., budget) is directed toward this goal.

The Commanding General has requested that commanders continually review their financial plans to ensure that the distribution of funds within their financial plan for replenishment/replacement (Decision Unit 77) is adequate to fully fund SAC 1 allowance deficiencies. Maximum obligation of replenishment funds during the first month of each fiscal quarter is encouraged. This will result in effective obligation rates and quicker availability of serviceable assets. Deficiencies are to be discussed personally with the commanding officer at least monthly. In addition to the regular monthly briefing, however, the supply officer should brief the commanding officer on an "as required" basis whenever new, unanticipated deficiencies of SAC 1 items occur. The supply officer will provide the commanding officer with recommendations as to how to handle the deficiencies and reasons for the recommendations. Only through a close commander/supply officer relationship will the commander be aware of any existing problems and the supply officer be aware of the priorities of the commander.

a. T/E (SAC 1) Component Unfunded Deficiencies. Whenever responsible officers (RO's) determine that equipment on charge to them is incomplete (i.e., missing required SL-3 components), they must submit requisitions to restore that equipment to complete status. The deficient items will be placed on order by the supply officer in accordance with the fiscal plan. When the unit obligation rate precludes full attainment of assets, the using unit must reprogram funds. Coordination between supply section and the ROs must be maintained in order to identify funding priorities.

3. SAC's "2" and "3" Deficiencies. T/E deficiencies for SAC "2" and "3" items will be requisitioned immediately unless otherwise directed by official publications or correspondence. Force-fed items identified by Marine Corps Bulletins in the 3000 of 4400 series and Advance Logistics Orders (ALO's) are examples of SAC's 2 or 3 items which may not have to be placed on requisition by the using unit. Marine Corps controlled items, as identified by Controlled Item Codes resident on the MHIF, will be requisitioned per instructions contained in paragraph 4003.4c below.

4. Requisitioning of T/E Assets.

a. General. To ensure uniformity throughout the Division and to support the various receipt procedures established within this manual, the below listed procedures will be followed.

b. Requisitioning Non-Controlled Allowance Items. Requisitions for Purpose Code "C" non-controlled assets will be prepared per instructions contained in UM 4400-124 and the following:

Requisitions will be prepared using EUCE-FMF.

CC 68 ("Purpose Code") will contain "C".

(3) The supplementary address block will be an established code (e.g., "PCC" for Purpose Code C or "20" if there is an RU number). This will result in all such requisitions appearing on the P/C "C" Clerk's RU Demands List, thereby allowing that clerk to monitor the requisitions' progress. In addition, the ERO block field, CC 52-56 will contain the TAM number (C6410, etc.). The ERO Demands List will then facilitate reconciliation procedures with the ADL/DASF Clerk. When the items are received, the P/C "C" Clerk will distribute them based on a review of responsible officer CMRs.

(4) The MAL will be annotated with the Document Identifier Code (DIC), quantity of the transaction, Julian date and the serial number of the transaction in the right hand margin (i.e. Z01 (8) 4030-G001).

c. Requisitions for Controlled Items. Deficiencies of controlled items will be reported to this headquarters immediately by letter to the Division Supply Officer using the format provided in figure 4-5. The requested TAMCN will be screened against excesses available within III MEF; if excesses are available, Division Supply will release a redistribution message directing action. If no excesses are available within III MEF, the unit will be notified via message, and authority will be given to assign a document number and induct the requisition into the SASSY update.

d. Obtaining Controlled Components of T/E Equipment Which are End Items in Themselves

(1) Replacing Components with Like T/E End Items

(a) When like T/E assets are available within the unit to replace coded-out components, and the commanding officer desires such, the replacement item may be issued to assembly (e.g., the truck portion of a mobile radio). MCO P4400.82F refers.

(b) The replacement for the issued T/E asset will be ordered for Purpose Code "C", citing the appropriate advice code "4_"

(2) Requisitioning Controlled Components. When like T/E assets are not available, or if the commanding officer desires not to use on hand T/E assets, the component will be reported to this headquarters and requisitioned using the same procedures outlined in paragraph 4003.4c above. When requisitioning controlled components, the following additional instructions apply.

(a) The advice code used will be "4E".

(b) Supplementary address CC 45-50 will contain the account number of the customer (i.e. Y06).

(c) Card Columns 52-56 of the requisition will contain the ERO number of the deadline end item.

(d) Upon receipt of the "induct-into-the-system" message from Division Supply, prepare and submit a MIMMS "4" transaction with "4E" advice code. This procedure will provide visibility for the customer on the DPR.

4004. HANDLING EXCESSES OF T/E ASSETS

General Information

a. Excess Assets Held by Responsible Officers (RO's).

Responsible officers are not authorized to hold excesses under any circumstances and will immediately report to the supply officer any excesses over their authorized quantity. The supply officer, in turn, will provide the RO with disposition instructions. The supply officer will redistribute the equipment among the ROs if the equipment is not excess to the using unit as a whole. The RO is required to hold and maintain all excesses until provided with disposition/turn-in instructions from the supply officer.

b. Assets Excess to the Using Unit. Should on hand quantities be excess to the total authorized T/E allowance quantity, commanders will dispose of the excesses per paragraphs 2.4.1a and 2.4.2 of UM 4400-124 and the instructions contained in the following subparagraphs.

2. Controlled Item Excesses

a. Initial Reports

(1) All on hand excesses of controlled T/E assets will be reported to this headquarters (Division Supply) immediately as they are identified, using the format provided in figure 4-6 of this manual. On such WIR reports, it is absolutely essential that units report the true Condition Code of the excess item(s). (For definitions of Condition Codes, see UM 4400-124 part IV, section 4.) If a Limited Technical Inspection (LTI) is required to determine the actual Condition Code of an excess item, such an LTI will be conducted prior to submitting the WIR message to the headquarters.

(2) Condition Code "E" or Better/Non-Obsolete Assets. If the reported excesses are in Condition Code "E" or better and are not obsolete items, the following screening procedure will occur.

(a) This headquarters first will screen the LUAF of other 3d Marine Division units to determine if any other Division unit has an existing deficiency for this item; if so, this headquarters will promulgate a redistribution message per paragraph 4005 below.

(b) If the excess assets are not required within the division, they will be reported by this headquarters to 3d FSSG for further screening to fill T/E deficiencies in other III MEF units; if the assets are required by other III MEF unit(s), this headquarters again will provide a redistribution message per paragraph 4005 below.

(c) If the excesses are not required to fill T/E deficiencies in any III MEF unit, 3d FSSG will report the assets to COMMARFORPAC for PAC-wide screening to fill T/E deficiencies. If the excesses are required by another MARFORPAC unit, COMMARFORPAC will provide this headquarters with disposition/shipping instructions, and this guidance will be passed to the unit holding the excess equipment.

(d) If COMMARFORPAC response indicates that these excesses are not required anywhere in MARFORPAC, this headquarters will release a WIR message to COMMARCORLOGBASES, Albany, GA (info the holding unit), requesting disposition instructions. Upon receipt of disposition/shipping guidance from COMMARCORLOGBASES, MCLB Albany, GA this headquarters will forward such guidance to the holding unit.

(3) Less Than Condition Code "E"/Obsolete Assets. If the excesses reported on the WIR message are in a condition code less than "E" and/or are obsolete, this headquarters will forward the WIR message to CG, Albany immediately and will provide the disposition/shipping instructions to the holding unit as soon as they are received. See, also, paragraph 4006.1 of this manual for additional guidance on internal unit action required in processing unserviceable excess.

b. WIR Modifier. A WIR modifier message will be submitted to this headquarters (Division Supply) whenever there is a change to the information contained in the original WIR submission. (see figure 4-7).

c. WIR Follow-up. Whenever a WIR message has been forwarded to COMMARCORLOGBASES, ALBANY, GA (see paragraph 4004.2a(2) (d) above) and disposition instructions have not been received from MCLB, Albany within 30 days, the holding unit should submit a WIR Follow-up message, using the format provided in figure 4-8 of this manual. Usually this headquarters will submit follow-up WIR's every 30 days, with a copy to the unit.

3. Non-Controlled Item Excesses.

a. Serviceable SAC 1 Assets.

(1) All serviceable SAC 1 excesses held by division units initially will be reported to this headquarters in the quarterly SAC 1 Excess/Deficiency Report (see paragraph 4005.2 below) for possible redistribution to fill deficiencies in other division units.

(2) Subsequent to receipt of the monthly SAC 1 Excess/Deficiency Report, this headquarters will promulgate a single SAC 1 redistribution message for that month which covers all division units. If excesses identified in the message requires you to redistribute some or all division units, complete such action as expeditiously as possible per guidance provided in paragraph 4005.2 below.

(3) If redistribution of serviceable, SAC 1 excesses to another division unit has not taken place within twenty days from the date of the message from this headquarters, the excess assets immediately should be rolled back to SMU General Account per paragraph 12012 of this manual (if the assets are in Condition Code "A") or to DRMO per paragraph 4006.2 below (if the assets are in less than Condition Code "A"). Do not hold on to these SAC 1 excesses until the following quarter once it has been determined that they are not required by any division units.

4005. REDISTRIBUTION OF T/E ASSETS

1. General Information. To ensure readiness is maintained and T/E deficiencies are kept at lowest level possible, a standardized reporting of SAC 1 excesses and deficiencies from the unit level must be submitted. Use of unit designed SAC-1 reporting formats are acceptable when all required information is provided.

2 Quarterly SAC 1 Excess/Deficiency Reporting

a. General Information. To ensure readiness is maintained and T/E deficiencies are kept at lowest level possible, a standardized reporting of SAC 1 excess and deficiencies from the unit level must be submitted. Use of unit designed SAC-1 reporting formats are acceptable when all required information is provided.

b. Submission Responsibilities. No later than the fifth working day of the first month of each quarter, (i.e., OCT, JAN, APR, JUL) all division units will submit a SAC 1 Excess/Deficiency Report to this headquarters. Submission will include a printout of all excesses/deficiencies (see figure 4-9), and additional summary data (using the format provided in figure 4-10). Units should hand deliver the reports to Division Supply. Units will not use the guard mail system, due to time delay and possible damage to diskettes. Unit supply officers are responsible for timely and accurate submission.

c. SAC-1 Reports

(1) General. Each unit should establish a date each quarter that you will start your preparation of the report. It should be at least 10 days prior to due date. This will provide time for adequate review. Once your date is established, then you should review all MAL adjustments affecting the O/H and allowance quantities; ensuring that authorized items resident upon your MAL (after being updated with the most current annotations) that are not currently on order, are only due to insufficient funds, or there has been a conscious decision to not place the items on order.

(2) Definitions Which Apply to SAC-1 Reports

(a) Deficiency. Not on hand or on order. If you cannot replace the short item (i.e., insufficient funds), it is a deficiency. If it is on order, it will not be listed as a deficiency, but rather as a due.

(b) Excess. An on hand quantity greater than the unit's authorized allowance. The item must be in Condition Code "E" or better to be reported as excess. Items reported as such will be considered available for redistribution to other units. Excesses will be placed on the quarterly SAC-1 message.

(c) Forced-Fed Items. An item which is to be shipped to the unit free of charge by a manufacturer of Item Manager (IMM). There is no need for the unit to requisition such items or obligate O&MMC funds for procurement of such items. These items will not be considered "deficiencies"; if however, a loss of such an item occurs subsequent to the free initial issue, the item then will be reported as "deficient".

(3) T/E SAC 1 Summary Data (see Figure 4-10). The following guidelines should be followed when compiling the required T/E SAC 1 summary data which must be accompany the monthly input.

(a) Part A The value T/E allowance is taken from your MAL at the end of Part I and Part II. This figure will have been adjusted per your annotations to your MAL of O/H and allowance changes as carried out on paragraph 5 above. This figure will always equal the value O/H "+" value due "+" value short".

1 Value T/E allowances are obtained from the EAF T/E, Type II Allowances and adjusted as applicable with adjusted dollar value of the figures obtained from the end of the MAL Part I and Part II.

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2 Value O/H allowances are the total dollar value of on hand SAC-1 allowance items that are currently resident on your MAL and have been receipted for and annotated to your MAL. Your MAL will be completely worked and annotated with the most recent receipts prior to this step. This does not include excesses.

3 Value Due is the dollar value of all SAC-1 allowance items that are currently on order and have not been received. This will include all force fed items that you have an allowance for on your T/E. Excess dues will not be included in this figure. All force fed dues will be annotated in Part C of the report.

4 Value Short dollar value is derived from those SAC-1 items resident upon your MAL after being updated with the most current annotations that are not currently on order due to insufficient funds, or there has been a conscious decision to not place the items on order. Deficiencies should be placed on order every month prior to submission of the report, unless there are insufficient funds or the Commanding Officer has made a conscious decision not to order the deficiency. You should never have deficiencies that are not on order due to requisitions not being processed.

(b) Part B. The following guidance applies to specific entries in Part B.

1 Value excesses O/H is the dollar value of SAC-1 items for which no allowances exist or are excess to current loaded allowances.

2 Value excess due dollar value of SAC-1 are those items which you have on requisition above your authorized allowance and have been annotated to the MAL as due in and are currently valid on your DASF. These items will be aggressively managed. Cancel (if current fiscal year document has been received), redistribute or rollback. Excess dues should not cause considerable problems. Excess dues should be addressed in Part D of the T/E SAC-1 report with justification for excesses.

(c) Part C. Part C is where you will list all TAMCNs, quantity and the associated extended dollar value for any due-in SAC-1 allowance items that are being force fed. The dollar value of these items will be included in the "due-in" figures in Part A of the report. These force fed items can be obtained from the new equipment letter published by this headquarters, ALO's are by calling this headquarters concerning a questionable TAMCN.

(d) Part D. Part D will be used by all to explain reasons why increases in any dollar value Part A has occurred. These explanations will provide information to this so that we can understand and review the status of your account with only one report.

All information concerning your report should be provided (e.g., Value Short increased due to DRMO turn in of dollar amount unserviceable property; value decrease in allowance is due to EAF change for the following TAMCN at dollar amount; the command has consciously decided not to purchase TAMCN and will be carried as a deficiency in value short Part A). You will need to provide an explanation on every change to Part A on the report. Part A of the report will, once completed, be added up vertically and horizontally ensuring the figures are correct. If you add across each line, the value in Part I and Part II should match grand totals. Each column should be added bottom to top with dollar values equal to the value T/E allowances. Your excess deficiency report should include, by TAMCN, all assets that are excess or deficient. When you add up all deficiencies they should equal the dollar value that you have provided in Part A of the report for Part I and Part II of the MAL. If the figures are not the same, there is a discrepancy in your report and your input must be reviewed.

(e) Part E. Part E will be used to report deficiencies in SL-3 and SL-4 items that current funds will not support. This will only be reported on a quarterly basis. This information will be used in determining allocation of any additional funds that are made available.

3. Processing Redistribution Transactions (DIC Z2M) and Shipping Invoices (DIC A2A)

a. The Shipping Activity

(1) Upon receipt of a message from this headquarters (Division Supply) directing a redistribution, the shipping activity will annotate the MAL to reflect the a "Z2M" is pending, the quantity pending redistribution in parentheses, and the date/time group of the message which directed the redistribution (e.g., Z2M (2) 3d MARDIV 010617z Jan 94).

(2) Effect immediate liaison with the receiving activity obtaining sufficient document numbers to conduct the redistribution(s).

(3) Conduct a joint LTI of the excess equipment with maintenance representatives from the receiving unit, and if the equipment is in condition code "E" or better, transfer the equipment and record jackets, if appropriate, to the receiving activity. Obtain a signed receipt copy of the transfer document, DD 1348-1 (DIC A2A) when the receiving activity accepts the equipment.

(4) The shipping activity will forward a copy of the signed "A2A" invoice(s) to this headquarters (Division Supply). When the shipping activity is not a unit within the Division, the receiving activity will forward the copy.

(5) Forward a copy of the "A2A" invoice to the Commander NAVSURWARCENDIV (Code 2052), Crane, Indiana, when serialized small arms are involved.

b. The Receiving Activity

(1) Upon receipt of a message from this headquarters (Division Supply) directing a redistribution, receiving organizations will annotate the MAL to reflect that a "Z2M" is pending, the quantity pending redistribution in parenthesis, and the date/time group of the message which directed the redistribution (e.g., Z2M (2) 3d MARDIV 0106172z Jan 94).

(2) Provide document number(s) to the shipping organization to effect the redistribution.

(3) Conduct a joint LTI of the excess equipment with maintenance representatives from the shipping unit, and if it is in condition code "E" or better, receipt for the equipment and record jacket(s), if appropriate. Provide a signed receipt copy of the A2A shipping mat to the shipping activity.

(4) Pencil-change the MAL on hand quantity to show the receipt.

(5) Prepare and induct YRU transactions, if the equipment is to be issued to an RO.

(6) Forward a copy of the "A2A" invoice to the Commander NAVSURWARCENDIV, Crane, Indiana, if serialized small arms are involved.

(7) When the shipping activity is not a unit of the Division, forward a copy of the "A2A" receipt to this headquarters (Division Supply).

(8) After appearance of the "Z2M", submitted by the shipping activity, on the receiving activity's DASf, prepare and submit a receipt transaction (DIC D6T) causing the assets to post to the "O/H QTY" field of the MAL, and the document to be deleted from the Additional Demands List and causing the "Due" field of the MAL to decrease.

c. Disposition of the Redistribution Transaction/Document (DIC Z2M)

(1) Shipping Activity

(a) Process Z2M. This transaction is submitted with the receiving activity's document number.

(b) A pending copy of the Z2M source document must be maintained in the MAL Pending Adjustment Transaction File to

reconcile with the MAL until the reduction to the MAL "O/H QTY" actually occurs.

(2) Receiving Activity. Appending copy of the Z2M (a "dummy" document/NAVMC 10694 containing the Z2M document number, with a attached copy of the redistribution message) must be maintained in the additional demands pending file until such time as Z2M transaction appears on the ADL.

d. Disposition of the Redistribution Shipping Invoice (DIC A2A)

(1) Shipping Activity

(a) Original. The original of the A2A document will contain an original signature, obtained from receiving activity personnel, and will be placed in the voucher file, if it meets the vouchering criteria established in paragraph 0210.2c of the current edition of UM 4000-124 and paragraph 4011 of this manual, along with a copy of the message directing redistribution.

(b) Second Copy. To the receiving activity.

(c) Third Copy. To the CMR interim receipt file of the RO previously holding the equipment, if appropriate.

(d) Fourth Copy. To this headquarters (Division Supply).

(2) Receiving Activity

(a) Received Copy. Voucher file, if required, with a copy of the message directing redistribution.

(b) Reproduced (Xeroxed) Copy. To this headquarters (Division Supply) when the shipping activity is not a unit of the Division.

4006. DISPOSAL OF UNSERVICEABLE ALLOWANCE ASSETS

1. Controlled T/E Items

a. General Information. A Letter of Unserviceable Property (LUP) is the means by which the Intermediate (3d and 4th echelon) Maintenance Facility (IMF) formally/officially informs the using (owning) unit that a piece of its controlled equipment has been coded out. Subsequent to the IMF submitting a WIR message to COMMARCORLOGBASES, Albany, GA and the COMMARCORLOGBASE responding with disposition instructions (the owning unit should be an info addressee on both messages), the IMF will call the owning unit to have a representative come down to the appropriate IMF shop and pick up the LUP. The using unit commodity manager will carry his yellow copy of the ERO to the IMF shop and receive a signed copy of the LUP; the last

paragraph in this letter should state, "This constitutes a Letter of Unserviceable Property". This signed copy of the LUP will be turned over to the using/owing unit supply officer; the LUP is his authorization to drop the coded item from the units's accounting files and obtain/requisition a replacement item, if required. The supply officer will file the signed copy of the LUP in his voucher file. This headquarters (Division Supply) will be notified of the new controlled item deficiency within three days of receipt of the LUP, utilizing the format contained in Figure 4-5 of this manual.

b. Action to be taken by the Purpose Code "C" Clerk

(1) Prepare and submit a DAD/DAC transaction, using the same document number appearing in the WIR/LUP to transfer the assets to Purpose Code "A", and the appropriate Condition Code per Part III, section 2 and 6 of UM 4400-124. This will reduce the MAL "O/H QTY" and load the asset(s) to the LUBF. Place a copy of the DAD/DAC transaction in the MAL Pending Adjustment Transaction File until the MAL adjustment actually occurs.

(2) Prepare and submit a D7P (rollback to the stores system) or D7J (Disposal) transaction, depending on disposition instructions received. This transaction will not be submitted until after the DAD/DAC has appeared on the Daily History.

(3) File a copy of the D7P/D7J and the WIR with disposition and /or LUP in the voucher file.

(4) Annotate the MAL accordingly.

2. Non-Controlled T/E/Nonrepairable Items. The following actions will be taken by the Purpose Code "C" Clerk.

a. Prepare and submit a Condition Code transfer document (DIC DAC) to transfer the item(s) from serviceable T/E allowance stocks (i.e., "CA") to unserviceable general issue stocks (i.e., "AF") in accordance with part III, sections 2 and 6 of UM 4400-124. This will remove the "O/H QTY" from the MAL and increase the on hand "AF" quantity field on the LUBF. File a copy of the past edit listing or a hard copy of the NAVMC 10694 in the MAL pending adjustment transaction file until the MAL adjustment actually occurs.

b. After the DAC transaction appears on the Daily History, a issue to disposal (DIC D7J) will be prepared and submitted to the SMU. This will remove the on hand "AF" quantity from the LUBF.

c. A Turn-in to Disposal Invoice (DIC A5J) will produced during the SASSY update cycle and forwarded to the using unit. If the MILSTRIP Condition Code, as defined in UM 4400-124, is other than "F" annotate the actual Condition Code on the A5J document. If the unserviceable material has exceeded its listed "shelf life", annotate this information on the invoice.

d. Contact DRMO to which the material will be turned in and arrange an appointment for turn in. Inform DRMO, also of the type(s) of equipment being turned in, the number of documents involved, and the unit's Point of Contact (POC) and telephone number. The POC and telephone number are required in case events prevent the DRMO from being able to accept the using unit's material on the appointment date.

e. Upon turn in of the unserviceable property, a "Truck Driver's" receipt will be issued by DRMO personnel for each document. This is not a voucher file. Approximately two weeks after the turn in, the unit will receive formal, signed receipt copies of the A5J documents. The Purpose Code "C" Clerk should compare the quantities on the formal receipt with those on the D7Js/"Truck Driver's" receipts. If the quantities match, the interim voucher will be destroyed, and the formal receipt will be filed in the voucher file along with the D7J transaction. If the quantities do not match, the using unit supply officer will contact the DRMO, resolve the difference, and adjust the unit property records accordingly. A record of all turn-in documents to DRMO will be maintained in the voucher file for 2 years.

3. Disposal of Unserviceable Non-T/E Equipment. Unserviceable non-T/E equipment will be picked up in General Purpose Unserviceable Stocks (AF) by processing a D6A receipt not from due transaction and a DAC from AA to AF per UM 4400-124.

4007. RETAIL-INVENTORY FILE/CONSOLIDATED MEMORANDUM RECEIPTS
(RIF/CMR's)

1. APPOINTMENT OF RESPONSIBLE OFFICERS (ROs)

a. General Information

(1) RO's will be appointed, in writing, using the appointment letter contained in Figure 4-11. The appointing letter will be signed only by the commanding officer, whose responsibility it is to ensure that responsible officers are appointed in sufficient time to allow for proper conduct of an inventory prior to turn over of the account. The original letter will be maintained by the RO but a copy will be on file at the unit supply office. Responsible officers who will be separated from their accounts for more than 30 days require formal relief, and a new RO must be appointed.

(2) Commanders should attempt to minimize the number of RO accounts in the command; numerous RO accounts act as a deterrent to accurate accounting.

(3) The supply officer, as administrator of the overall account, will not be assigned as an RO.

(4) The original copy or the acceptance endorsement, will be maintained by the supply officer until superseded by a succeeding RO's acceptance. The appointment letters and endorsements may be maintained in a folder with the account's CMR or in a separate binder in account number sequence.

(5) The RO being relieved will report all overages and shortages to the supply officer prior to attempting to transfer the account to the relieving RO. The relieving RO will inventory and carefully inspect for serviceability all property in the account within 15 days after assignment as the RO. They will receipt for the property on hand and report to the commanding officer, via the supply officer, and unsatisfactory conditions of records, supplies, facilities, or other matters coming to their attention. The outgoing RO will remain responsible for all property in charge until the new or interim RO has receipted for the assets and/or discrepancies are appropriately resolved.

b. RO Responsibilities. The RO should be an individual who has administrative command and/or control over all personnel who will be utilizing the assigned property. The RO will not be assigned property which will be utilized outside his/her span of control. RO's will ensure that, at a minimum, the following supply management principles are adhered to:

(1) That the property on-hand is properly signed for and reflected on the appropriate CMR through appropriate pen changes and interim receipts.

(2) That property is maintained in a serviceable, ready-for-use condition.

(3) That equipment is subsequently issue or subcustodied of properly receipted for, by signature, by the receiving individual(s).

(4) That required changes to the RO's account records are reported to the supply officer in a timely manner (e.g., LUP's).

(5) That, when required, a request for investigative action is submitted, in writing, to the commander via the supply officer, to ascertain the circumstances surrounding the loss, damage, or destruction of Government property. All cases involving actual or suspected loss or abuse of government property, regardless of dollar amount, will be reported to the commanding officer via the supply officer, requesting adjustment or investigation.

(6) That periodic inventories and serviceability checks are conducted on all assigned equipment. Inventories will be conducted, at a minimum, on a quarterly basis.

(7) Have in their possession, in serviceable condition, all items of authorized material which are required to properly

accomplish the assigned mission. These items will be listed on a CMR/allowance listing, and the RO will properly maintain, safeguard and employ the equipment.

(8) Ensure that all personnel under their control are properly instructed in the care, use, and maintenance of public property, and rigidly enforce such instructions.

(9) Maintain records which will reflect, at all times, the statue of all equipment in their charge (e.g., EROs, CMR, requisitions, etc.).

(10) Request disposition instructions for all property which is not required for the performance of the assigned mission.

(11) When designated for movement, supervise the packing for shipment to ensure that only property authorized for and belonging to his account is shipped. Garrison or plant property belonging to Marine Corps Base will not be shipped; property in these latter categories will be turned in to the Base/Camp Property Control Officer in accordance with existing Base regulations.

c. Delegation of Authority

(1) General Information. Since RO's are not always able to come to the supply office/warehouse in person/immediately when equipment for their accounts has been received by the supply officer, the RO's are authorized to designate, in writing, one or more individuals to receipt for and pick up equipment in their behalf. RO's are cautioned to limit the number of personnel authorized to receipt for equipment. Normally, this authorization should be given only to the company/section supply clerk and one alternate.

(2) Delegation of authority to Sign Interim Receipts and Pick Up Property. The form by which authority is delegated by ROs to their subordinates to receipt for and pick up property may be a letter prepared per the format contained in figure 4-12 or a DD Form 1687, as shown in figure 4-13. In either case, an original and two copies will be prepared. Distribution of the letter/form will be as follows:

(a) Original and One Copy. To the supply officer.

(b) Second Copy. Retained by the RO

(3) Supply Office Disposition of Delegation Letters/Forms. The supply officer will file the original of the letter/form in a folder/file established for this purpose. This file should be maintained by the CMR clerk. A copy will be maintained at the using unit issue point. (Note: More than one letter will be used by the issue point to verify an individual's authority to receipt for

equipment.) Supply personnel should not make issues to anyone other than the RO or his designated representatives.

2. Retail Inventory File (RIF)

a. General Information. The RIF is established for the purpose of controlling the using unit commander's assets within the using unit itself. The RIF reflects authorized quantities (allowance), on-hand quantities, and serial numbers of equipment issued to the responsible officer/account.

b. Responsibility for Maintenance of the File. The actual maintenance of the RIF is the responsibility of the unit supply officer. That, is the supply officer is responsible for preparation of all transactions (DIC YRU) necessary to load, change or delete TAMCN allowances, on hand quantities, NSNs, and/or serial numbers. It is, however, the responsibility of the RO to submit accurate inventories and information to the supply officer which will become the basis of transactions to adjust the RIF.

c. Output. Output from the RIF consists of the RIF listing and the CMR printouts.

d. Maintaining The RIF

(1) To maintain the RIF, the CMR clerk will prepare RIF adjustment transaction (DIC YRU) when any of the following situations exist:

A change in allowance of an RO account

An issue of equipment to an RO.

A turn in of equipment from an RO.

A transfer of equipment from one RO to another

(e) The loss of equipment by an RO. The adjustment transaction is submitted after approval of the adjustment by the commanding officer.

(f) When equipment is coded out by an intermediate maintenance facility and the RO provides the supply officer with an original Letter of Unserviceable Property (LUP).

(2) See paragraph 4007.5 below for guidance on preparation of YRU transactions.

3. Consolidated Memorandum Receipts (CMRs)

a. General Information. The CMRs are an output of the RIF; they are provided on a monthly basis by the SMU. In addition, CMRs may be requested on an "as required" basis using a QM8 transaction.

The primary purpose of the CMR is to provide the commander a means of controlling T/E assets in the hands of RO's.

b. Format of CMR

(1) The CMR is printed in account sequence, arranged in TAMCN sequence. The TAMCNs are further divided into two parts:

(a) Part I - Contains all Type I TAMCNs first digits, in the TAMCN, of A-E)

(b) Part II - Contains all Type II TAMCNs (first digits, in the TAMCN, of H-N)

c. Maintenance/Update

(1) General Information. The CMRs, along with supporting documentation (i.e., interim receipts) issue and turn-in documents prepared and held by the supply officer, are the unit's official RO custody records.

(a) These records will not be removed from the supply office except to brief the commanding officer or to prepare reproduced copies when required in the course of an investigation. On these occasions, only the supply officer or, in their absence, the supply chief should remove these records from the supply office.

(b) When obtaining signatures (initials) from RO's for quarterly updates/change of RO/CO, the RO is required to report to the supply office and sign (initial) his account. Records will not be taken to the ROs.

(2) RO's are required to keep their copy of the CMR up to date. All on-hand quantities, serial numbers and NSNs of equipment issued to them between quarterly inventories will be annotated thereon. Supporting documentation for all adjustments also will be maintained.

(3) During the first month of each quarter, or upon change RO, the supply officer will prepare and forward under cover letter (see figure 4-14) one copy of the most current CMR available to each RO.

(a) All discrepancies found during the update will be reported in the RO's First Endorsement to the cover letter which was used to forward the CMR from the RO to the supply officer. (See figures 4-15 and 4-16). Discrepancies are defined as any differences between the actual/physical on-hand items and allowance quantities, on hand quantities and/or serial numbers that are in hard print on the CMR. The RO's discrepancy report identifies to the supply officer

issues/turn-ins and/or allowance/serial number change requests that have not been processed. This report must include sufficient detail to adequately explain discrepancies and include copies of all supporting documents.

(b) The supply officer will reconcile the annotated CMR with the list of discrepancies and the old CMR. They will review the explanations provided and in cases where they appear to be inadequate, request amplification or refer them to the commanding officer. The RO is not relieved of his responsibilities for equipment until the commanding officer takes any measures he/she deems appropriate and authorizes the adjustment of the property records. No pen changes should be made to the CMR if the discrepant quantity is not caused by pending adjustments not processed or when the supply officer and RO are not in agreement.

(c) At the completion of the reconciliation, the original of the new CMR will be annotated, in ink, with any changes required. Each change and each page will be initialed by the RO. The last page of the CMR and the cover letter will be signed and dated by the RO. The last page of the CMR and the cover letter will be signed and dated by the RO. THE SUPPLY OFFICER WILL CO-INITIAL EACH CHANGE.

(d) Pen changes to the CMR will only be made on those discrepancies which were identified during the CMR update where both RO and supply officer were in agreement. Adjustments to the on-hand, serial numbers, or NSNs occurring between CMR updates will not be pen changed but will be accounted for through appropriate interim receipt documents (signed YRUs). CMR updates are those CMRs issued to RO's for the quarterly update and change of RO or commanding officer. Those discrepancies which are listed on the RO's list of discrepancies which are not pen changed should contain additional documentation signed by the commanding officer resolving the discrepancy.

(4) Old CMRs, adjustment transactions (interim receipts) in TAM Number Sequence, and update letters will be retained on file in the supply office for a period of one (1) year.

4. Issues and Turn in of Equipment to/from ROs

a. General Information. All issues and turn-in's of equipment to/from RO's will be accomplished using NAVMC 10694. See paragraphs 4007.4d and 4007.4e below.

b. Issues of Equipment. Received equipment will be issued to the RO of his/her designated representative as soon as practical after receipt. Upon receipt of equipment designated to be issued to an RO, the CMR clerk will be notified by the warehouse. Warehouse clerks will be able to identify Purpose Code "C" items by means of the supplementary address.

(1) Preparation for Issue

(a) After the DASF clerk prepares the SASSY receipt documents and assets post to the MAL, the MAL clerk will notify the CMR clerk, requesting pickup of the equipment.

(b) The CMR clerk will prepare an interim receipt per instructions contained in paragraph 4007.4e below and figure 4-17. The CMR clerk will notify the RO.

(c) Upon arrival of the RO or their representative, an inspection of the equipment will be made and the serial numbers, if applicable, verified.

(d) The interim receipt will be signed, and the equipment will be issued with a copy of the interim receipt, to the RO.

c. Turn-in of Equipment. Turn-in of equipment by an RO should only be accomplished at the direction of the supply officer. These turn-ins should result from internal redistribution instructions from the commanding officer, changes to the unit's T/E or as a result of disposition instructions received from higher headquarters. As a general rule, all equipment will remain in the hands of the RO until turn-in of the equipment is directed by the unit supply officer.

d. Interim Report File. This interim receipt file will contain a copy of all issue and turn-in receipt. They will be in TAMCN sequence and filed with the appropriate CMR account (the CMR which was active at the time of issue/receipt). These receipts will not be separated into issues and receipt categories.

e. Interim Receipt Preparation. The interim receipt will be prepared utilizing the NAVMC 10694, DD 1348 (4 pt) or DD 1348-1. The DIC YRU may be used as the interim receipt provided it is signed by the RO or their representative and contains adequate remarks as the contents/meaning of the YRU card column entries (i.e., "Issue (3) widgets to Y05. S/N's 001. 002, 0056". etc.). If the YRU is not used as an interim receipt, the receipt document being used to support the YRU adjustment shall also contain the same remarks as would be used on the YRU interim receipt. This will ensure that an accurate depiction of events and an audit trail are maintained. When a YRU/interim receipt involves numerous serial numbers, they may be listed on the reverse side.

(1) RO Responsibilities Incident to Turn-in. Depending on whether the equipment being turned-in is controlled or noncontrolled, the supply officer may or may not have to request disposition instructions from COMMARCORLOGBASES, Albany, GA. For this reason, the RO must ensure that the assets are maintained in the reported condition code until disposition instructions are received. RO's are not authorized to perform any type of selective interchange or cannibalization of parts. Where LTIs are required, it is the

responsibility of the RO to accomplish the LTI and provide a copy of the completed LTI checklist to the supply officer. Upon receipt of disposition instructions, the supply officer is responsible for preparing all transfer documents and coordinating the transfer. RO's will ensure that all accessories/collateral equipment items are maintained and turned-in with the equipment, if appropriate.

(2) Records Adjustment. Interim receipts will be used for turn-ins from ROs, just as they are for issues. Paragraph 4007.4e below applies.

f. Interim Receipt File. The interim receipt file will contain a copy of all issue and turn-in interim receipts. The file will be maintained in TAMCN sequence by responsible unit account number. Each responsible unit will be designated by a two-digit numerical code assigned by the unit supply officer.

g. Interim Receipt Preparation. The interim receipt may be prepared per figures 4-18 and 4-19, using a NAVMC or a DD 1348-1.

5. Preparation of YRU Transaction

a. Types of YRU Submission. YRUs will be submitted via EUCE-FMF. The format for a YRU transaction is contained in SASSY Procedures Users Manual (DRAFT).

(1) Changes in Allowance. Transactions may be submitted to increase or decrease the allowance quantity by varying the Action Code in CC 5-6.

(a) Increase. If an increase is desired, enter an Action Code of "A" in CC 5-6. Authorized quantity in CC 44-50 must contain the quantity to be added to the existing RIF total for that NSN.

(b) Decrease. If a decrease is desired, enter an Action Code of "S" in CC 5-6. Authorized quantity in CC 44-50 must contain the quantity to be subtracted from the existing RIF total for that NSN.

(c) Replace. Will only be used for initial loads of TAMCN's when you have an On-Hand quantity.

(2) Changes in On-Hand Quantities

(a) Increase. If an increase is desired, enter an Action Code of "A" in CC 5-6. On-Hand quantity in CC 54-60 must contain the quantity to be added to the existing RIF on hand quantity.

(b) Decrease. If a decrease is desired, enter an Action Code of "s" in CC 5-6. On-Hand quantity in CC 54-60 must contain the quantity to be subtracted from the existing RIF on-hand quantity.

(3) Serial Number Changes. Serial numbers resident in the RIF may only be added or deleted. On-hand balanced will also be affected when serial numbers are to be adjusted (e.g., if a serial number is to be added, the on hand will be increased by a like quantity of 1, ORF exchanges will be administered by means of an on-hand/ serial number drop and an on hand/serial number gain, etc).

(a) Addition of a Serial Number. To add a serial number, to the RIF enter an Action Code of "A" in CC 5-6, and the serial number will be entered in CC 61-80.

(b) Deletion of a Serial Number. To subtract a serial number from the RIF enter an Action Code of "S" in CC 5-6, and the serial number will be entered in CC 61-80.

b. Rules for Adding/Deleting Serial Numbers from the RIF. Due to the programming of this file and the interface between MIMMS and SASSY, the following rules will be strictly adhered to when submitting requests for serial number additions or deletions.

(1) When loading a serial number, it will be loaded exactly as it appears on the equipment. This includes slashes, dashes, etc. The serial number must be right-justified; that is, the last character of the serial number will be placed in CC 80 of the YRU.

(2) When deleting a serial number from the RIF, the serial number on the YRU transaction must be exactly the same as it appears on the RIF/CMR. This includes the requirement for the serial number on the YRU transactions to be written in the exact card columns in which it appears on the RIF/CMR listing.

c. Multiple Serial Number Changes, Combined With Change in On-Hand Quantity. When making this type of change, prepare one YRU transaction to reflect the total on-hand balance as you desire it to appear after all quantities are added or deleted. Enter an Action Code of "R" in CC 5-6 and the quantity in CC 54-60 that you desire it to appear on your RIF. Also, induct on YRU transaction for each serial number you desire to add or delete.

d. Replacing One Serial Number with Another. To replace one serial number with another requires the preparation of two YRU transactions, one to delete the old serial number and one to add the new serial number. The on-hand quantities on both the "delete" YRU and "add" YRU shall match the transactions serial number count.

e. Loading New TAMCN Allowances and On Hand Quantities. To load new TAMCN allowances and on-hand quantities, the "R" Action Code should be used. However, ensure that the quantity being loaded as on-hand, to include serial numbers, is properly accounted for by an interim receipt or the YRU is signed by the RO or designated representative (the YRU must contain adequate remarks to justify the transaction and its card column entries).

6. RIF Pending Adjustment Transaction File

a. General Information. When YRU transactions are submitted to the SMU to adjust the RIF and CMR, a copy of the transaction will be maintained in the RIF Pending Adjustment Transaction File. Remember, these transactions will not appear on the Daily History Listing, but will appear on the Daily Transaction Report. Copies of the YRU transactions will be maintained in the RIF pending transaction file in TAMCN sequence by responsible unit account number (see figure 4-2). The pending file will be maintained in TAMCN by RO sequence.

b. Maintenance. Transactions will be maintained in the RIF Pending Adjustment Transaction File until a new RIF listing is received reflecting the change and each transaction reconciled with the listing. Those transactions in the pending file will be reconciled with YRU's processed during RIF Update Listing and annotated with the listing date on which they appeared making note of the account number, TAMCN, NSN, quantities, and serial numbers. Those transactions which are pending to the RIF will be annotated to the RIF/Master CMR so as to depict current/up-to-date balances with the RO's accounts.

4008. INVENTORIES/RECONCILIATIONS

1. Mechanized Allowance List (MAL) Reconciliations. Each new MAL, as it is received, will be reconciled against all pending transactions, to ensure proper processing of a document.

2. Quarterly Reconciliations. Responsible Unit accounts and temporary loans will be reconciled at least quarterly. New CMRs will be obtained, issued to unit RO's and updated as prescribed in paragraph 4007.3, preceding. Temporary loans will be validated as indicated in Chapter 12 of this Manual.

a. During the first month of each quarter (i.e., October, January, April and July), the supply officer will provide one carbon copy of an updated CMR to each RO for use when conducting the inventory. The CMR will be accompanied by a cover letter, as depicted in figure 4-14 of this manual. The CMR's produced and furnished to the unit during the other monthly updates will be utilized for change of RO's.

b. Once the inventory copy has been provided by the supply officer, RO's will be given 15 calendar days to return the CMR, annotated to reflect the completed inventory and with a signed cover letter, to the supply office. Upon return of the CMRs, the supply officer will accomplish the following:

(1) Reconcile the on-hand quantities for each TAMCN with the existing record CMR for that account. Where discrepancies occur, he will attempt to reconcile with the RO by requesting a spot inventory as a check for accuracy.

If excesses are present, the supply officer will coordinate disposition per instructions provided in this manual. The supply officer will accomplish redistribution between RO accounts. Discrepancies will be reported to the commanding officer via the supply officer. Record will not be adjusted until appropriate action is completed.

(2) Using the original of the new CMR, transfer the quantity on-hand for each TAMCN and/or any NSN and serial number changes from the RO's work copy to the original copy of the CMR will be made in the presence of the RO. The supply officer will transcribe the quantities and other changes necessary to ensure uniformity of records. The RO\Supply Officer will initial each change as it is made. Do not change any TAMCN, quantity or serial number which is in question. The RO will initial each page of the CMR. The signed cover letter from the inventory CMR will be attached to the original CMR. The copy of the CMR used for the inventory will be returned to the RO for a working copy.

(3) During the second month of each quarter, conduct a reconciliation of all allowances, on-hand quantities issued on CMRs, plus any items not issued to ROs, with the MAL.

(a) Total allowances should equal the combination of CMR allowances plus unissued stocks in the supply warehouse (unless a CMR is used for assets held by the supply officer).

(b) Total on-hand assets should equal the combination of CMR on-hand quantities plus stocks in the supply warehouse (unless a CMR is used for assets held by the supply officer).

(4) Prepare and submit to the SMU all adjustments necessary to adjust the CMRs (RIF) and the MAL (LUAF).

3. Annual Inventories. A physical inventory of all Purpose Code "C" assets, will be conducted annually.

4. Individual Memorandum Receipt (IMR) Cards. All IMR cards, both NAVMCS 10576 (weapon) and 10577 (other property), Supply Inventory Reporting System (SIRS) will be reconciled against an updated unit alpha roster on a monthly basis.

5. Spot Inventories

a. A spot inventory is a physical inventory, in addition to the annual scheduled inventory, of one or more selected items.

b. Spot inventories are required whenever known or suspected differences exist between the balances on the supply officer's records and the assets maintained by the RO's or in the warehouse.

c. Spot inventories may be originated by the using unit supply officer or requested by the commanding officer or RO.

6. Causative Research Required. Causative research is required for all wall-to-wall inventories and spot inventories of supply system stock as addressed in the following:

a. All sensitive items regardless of dollar value

b. All locally-controlled allowance items as designated by the commanding officer regardless of dollar value.

c. All Marine Corps-controlled items including repairables regardless of dollar value.

d. All variances greater than \$800.00 for one line item

e. A minimum quantity of 20 or 20 percent (whichever is greater) of all other variances, regardless of dollar value, for wall-to-wall inventories.

f. A minimum quantity of 10 or 50 percent (whichever is greater) of all other variances between the on-hand quantity and the files discovered as a result of a spot inventory.

4009. ACCOUNTING FOR MAJOR END ITEMS BY SERIAL/REGISTRATION NUMBER

1. Assembly/Collection-Type Major End Items

a. The serial/registration number utilized to account for a major end item of equipment must be unique to the complete accountable; end item, and not the serial/registration number, of a major component, (e.g., a radio jeep must be accounted for by a serial number which identifies the complete radio jeep and not by the serial number assigned to either the radio or the vehicular component of the complete, assembled major end item). If a unique serial number for the assembly/collection-type major end item is not present, such a serial number must be constructed. Using the last five digits of the owning unit's address code plus three additional numbers, construct a unique 8-digit number (e.g., for an AN/MRC-109 owned by Headquarters Battalion, the assigned serial number could be 13001001).

b. The unique serial number for assembly/collection-type major end items will be affixed to the accountable end item in such a manner that it will not be lost through major component replacement.

c. The serial number may be placed on a data plate which may be retained and reapplied when the major component to which it is affixed is replaced.

2. Use of Serial/Registration Numbers in the Supply System. When the serial number of an end item is annotated on a supply form or system transaction, the last 10 characters, right-justified, will be utilized, including alpha numerics and/or symbols, exactly as appearing on the equipment. Spaces will not be depicted: rather the serial number will be "collapsed" to eliminate spaces. For example, 2109 8A 421-8 would be placed on the appropriate supply form or system transaction as 21098A421-8, and serial number 639 452 would be reflected as 0000639452.

4010. SUPPLY OFFICER'S CMR IN LIEU OF SERIALIZED ITEM SUBSIDIARY FILE

1. Supply officers may maintain a CMR for all unissued T/E Type I and Type II assets held in the supply warehouse under the custody of the using unit supply officer. This CMR will reflect both serialized and non-serialized items. Accounting for the unissued T/E assets in this manner precludes the requirement for a serialized item subsidiary card file. This method will also aid in the total reconciliation of on-hand assets by allowing the reconciliation to be conducted using CMR's only.

2. The supply officer's CMR, if used, will be certified and maintained in the same manner as the CMRs for other ROs. There is no requirement, however, to have the supply officer appointed as an RO.

4011. VOUCHER FILES

1. To maintain an effective audit trail of transactions affecting non-expendable and certain expendable property, voucher files, containing the following categories of transactions/documents, will be maintained at the supply office:

- a. Cash Collection Vouchers. (5 years)
- b. Checkage Sales Transactions. (5 years)
- c. Reports of Investigations. (5 years)
- d. Letters of Unserviceable Property (LUPs) and associated WIR messages. (2 years)
- e. Miscellaneous Transactions--DICs D7J, D7P, D7L and Z2M. (2 years)
- f. Money Value Gain/Loss Reports for DICs D8A, D8B, D8Z, D9A, D9B, D9Z, and D9L's (2 years).

2. Procedures. The following criteria and file maintained procedures apply to documents placed in the voucher file:

a. Cash Collection Vouchers. Regardless of dollar value, a copy of each completed NavCompt 2277 (Voucher for disbursement and/or Collection), signed by the disbursing officer, will be placed in a separate voucher file in document number sequence. Supporting documentation, to include NAVMC 6's (Request for Cash/Checkage Sales) and copies of any associated D7Y transactions, will be attached. Documents will be maintained in this file for 5 years.

b. Checkage Sales Transactions. When a cash sale transaction cannot be effective, a checkage sale may be utilized for voluntary reimbursement to the Government for lost, destroyed, or damaged public property. Form NAVMC 6 will be used to effect checkage sales, and will be vouchered according to the following procedures.

(1) Regardless of dollar value, a copy of each checkage sales form, with attached supporting documentation, will be placed in the using unit's voucher file in document number sequence or TAM number/document number sequence.

(2) Checkage sales transactions will be maintained in the voucher file for 5 years.

c. Report(s) of Investigation. All investigations involving loss/gain, damage or destruction of government property required vouchering. Guidance regarding investigations is contained in Chapter 8 of this manual. When all required action has been completed, the signed copy of the approved report of investigation will be retained in the voucher file for 5 years from the date of the voucher number.

d. Letters of Unserviceable Property (LUP) and Associated WIR Messages. These documents normally are not vouchered separately but are supporting documents for and will be filed with the voucherable documents (e.g., D7P or D7J).

e. Miscellaneous Transactions. Document Identifier Code (DIC) D7J, D7P, Z2M, and D7L transactions will be maintained in the voucher file in TAMCN/Document Number Sequence.

f. Money Value Gain/Loss Notices and Adjustment Vouchers.

(1) Prior to submitting the transactions to the SMU for processing, the commanding officer, or acting commanding officer, will personally review and sign all D8_/D9_ adjustment transactions required to affect adjustment to controlled items and non-controlled, unserialized items with an extended dollar value of \$800.00 or more and non-controlled, serialized items with an extended dollar value of \$300.00 or more, or immediately after for computer generated transactions.

(2) Additionally, the commanding officer or his designated representative will review all D8_/D9_ transactions with supporting documentation to ensure that Missing, Lost, Stolen or Recovered (MLSR) reporting is accomplished for gains and losses of arms, ammunition and explosives (AA&E), sensitive items, and significant incidents (where a transaction value is \$10,000 or greater). (See Chapter 7 of this manual for additional information on MLSR reporting.) It also should be determined whether the circumstances surrounding the loss or gain warrant an investigation per paragraph 6.14 of UM 4400-124, chapter 6 of MCO P4400.150D and chapter 8 of this Manual.

(3) Adjustment Vouchers. Transactions with DICs D8_/D9_ (including reversals of these transactions) will be placed in the Pending MAL Adjustment File until the transactions are posted to the Money Value Gain/Loss Notice, regardless of value.

(a) All gain/loss adjustments (D8_/D9_) for controlled items and non-controlled serialized property with an extended value of more than \$300.00; and non-controlled, unserialized property with an extended dollar value of more than \$800.00 will be vouchered.

(b) Copies of all adjustments, documents D8_/D9_ with supporting documentation attached, will be annotated with details to explain the circumstances/cause(s) of the loss or gain. Explanatory statements will explain the circumstances surrounding the adjustment transactions and a complete understanding of why/when/where and how the gain or loss occurred (e.g. Daily Histories dates, Document Identifier Code, Document number).

(c) Units will utilize the money value gain/loss notice to reconcile gain/loss transaction input. The reconciled Gain/Loss Notice, with annotated copies of supporting documentation, will be forwarded to the commanding officer or acting commanding officer for approval signature. The signature of the commanding officer or acting commanding officer is required on all Money Value Gain/Loss Notices.

(d) All copies of Money Value Gain/Loss Notices will be annotated with the statement in MCO P4400.150D prior to submitting the notices to the commanding officer or acting commanding officer for approval signature.

(e) Money Value Gain/Loss Notices will be filed in the voucher file in date of notice sequence and maintained for a period of 2 years.

3. Missing or Lost Vouchers for D8-D9. When, after a thorough search, it is determined that a voucher is missing or lost, a written explanatory statement will be placed in the voucher file in lieu of the lost or missing voucher. The word "lost" will be entered in the "remarks" column of the document register on the same line as the assigned document number. The statement will be signed by the unit's supply officer and will contain the following information:

- a. Type of Transaction Lost/Missing.
 - b. Description of the item(s)
 - c. Assigned document number, as well as other identifiable information.
 - d. A brief explanation of causative research conducted or historical files and records reviewed in an attempt to find the missing/lost documents or to reconstruct the cause of the adjustment
4. Missing or Lost Voucher for D7J/D7P/Z2M. When, after a thorough search, it is determined that no proof of disposition can be found (e.g., receipt records, letter of unserviceable property, shipping mats, etc.), a miscellaneous loss transaction (D9Z) will be made up but will not be processed/posted since the records has already been adjusted by the original transaction. The vouchered change of custody transaction will be signed by the commanding officer and retained in the voucher file in lieu of other supporting documentation. A statement will be signed by the units supply officer and will contain a brief explanation of causative research conducted or historical files and records reviewed in an attempt to find the loss/missing documents or to reconstruct the course of the adjustment.

4012. ASSIGNMENT OF LOCAL TAM CONTROL NUMBERS (TAMCNS)/NATIONAL STOCK NUMBERS (NSNS)

1. General Information. Occasionally, items are held by the units which must be controlled as allowances but which have not been assigned a system TAMCN and/or NSN (e.g., flags, band instruments, and captured enemy weapons). In order to load such items to the LUAF/MAL, it is necessary to have a TAMCN and an NSN.
2. Request for Local TAMCN/NSN Assignment. Requests for assignment of local TAMCNS/NSNs will be forwarded to this headquarters (Division Supply) in letter format (see figure 4-20).
 - a. NSN. If, after careful research (i.e., MCRL, ILMC), an NSN cannot be identified for the required item, the NSN portion of the request for assignment will be annotated with the phrase "request assignment".
 - b. Item Nomenclature. Ensure that as much information as is available is provided in the letter. The correct name, manufacturer, model number and any identifying characteristics which make it different from similar items should be included (e.g., Flag, National Colors, 4.33' X 5.50").
3. Assignment. Upon receipt of the request from the unit holding the equipment, the Division Supply Office will forward the request to the SMU and will notify the requesting unit upon receipt of the locally-assigned TAMCN/NSN.

SUPPLY SOP

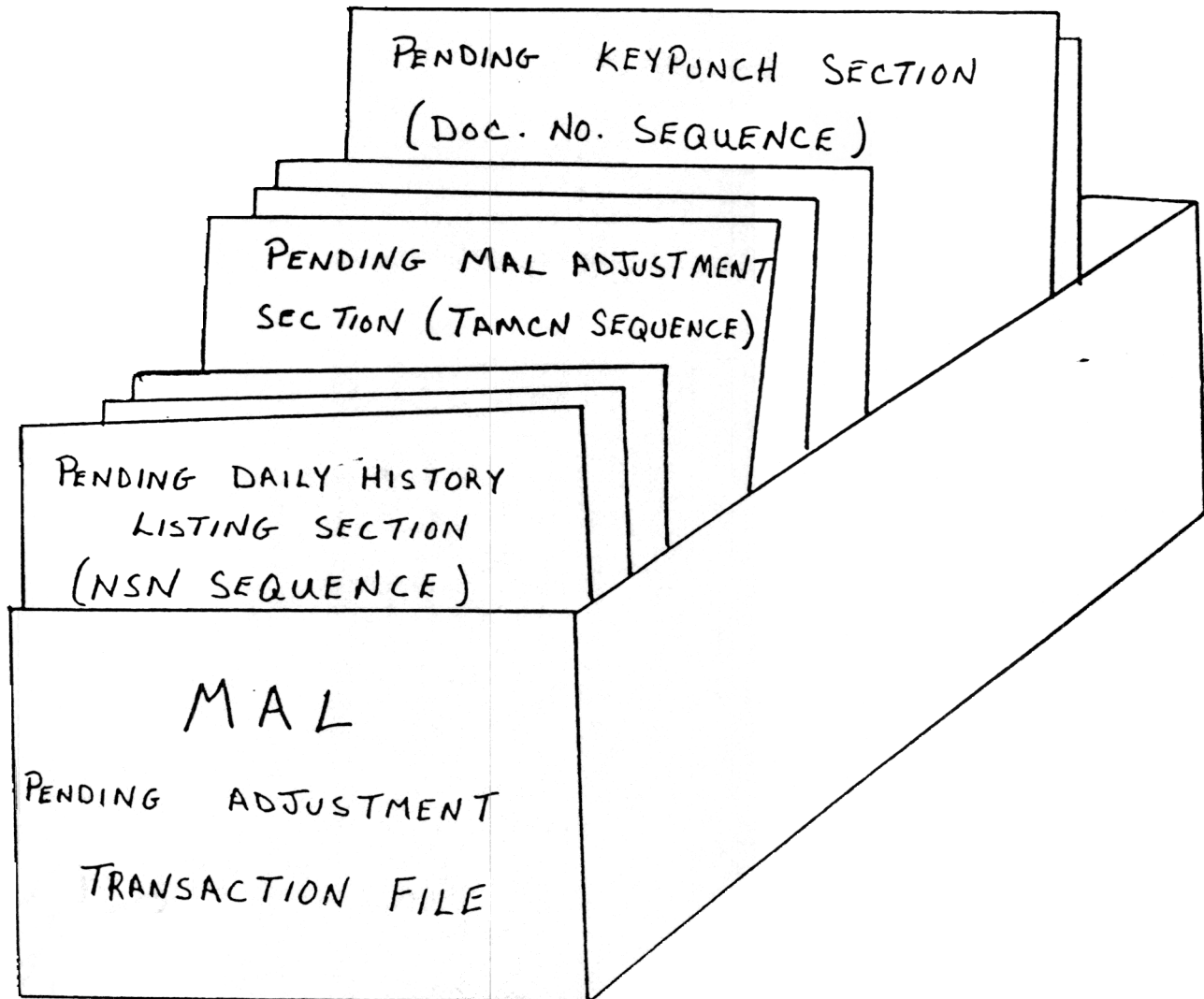


Figure 4-1.--Format for a Mechanized Allowance List (MAL) Pending Adjustment Transaction file.

SUPPLY SOP

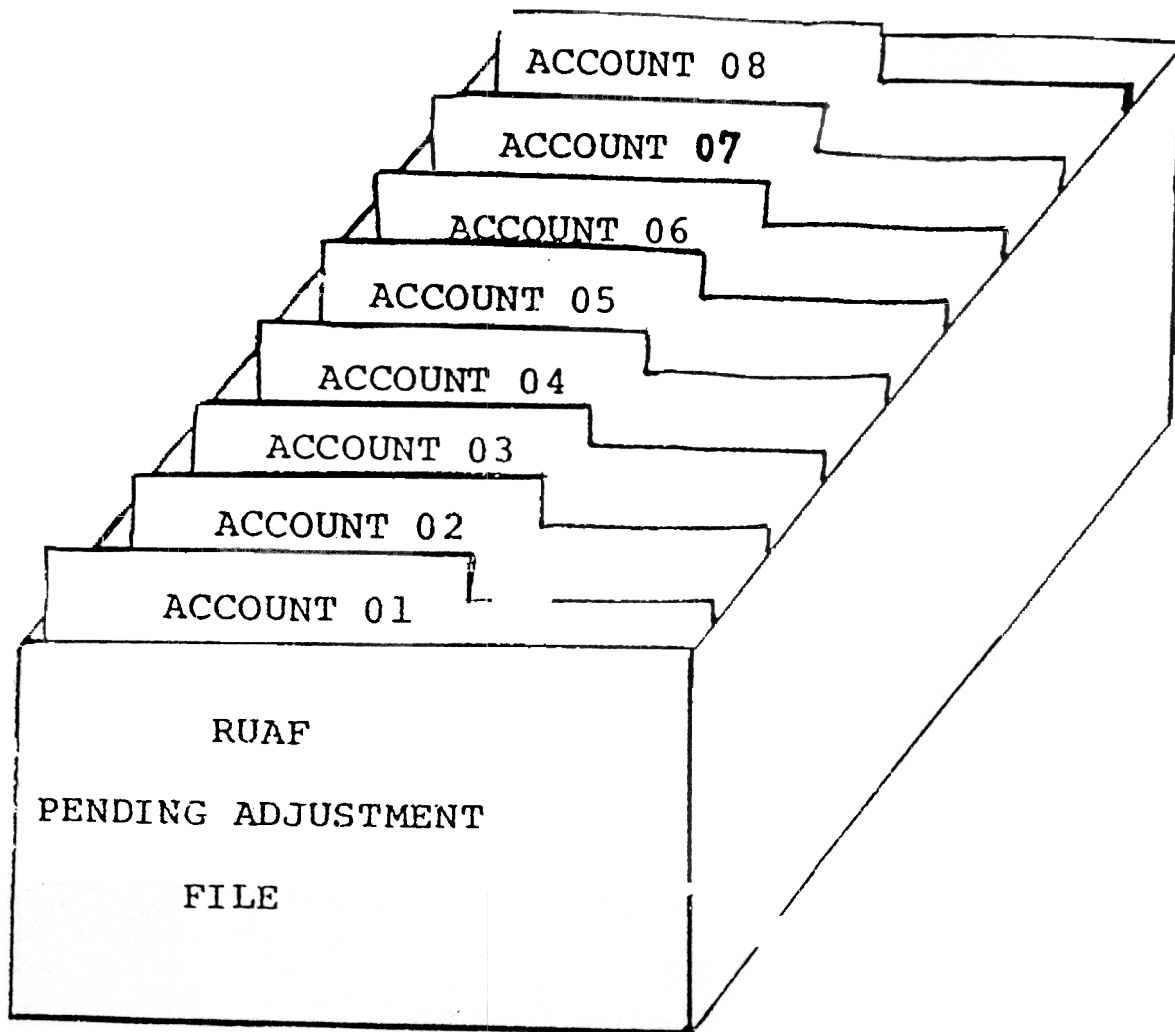


Figure 4-2.--Format for a RIF Pending Adjustment Transaction File.

SUPPLY SOP

ALLOWANCE CHANGE REQUEST (COMMODITY--

REQUESTING ORGANIZATION:

T/E NO. _____

THIS MODIFICATION (IS) (IS NOT) RECOMMENDED FOR LIKE UNITS. THIS
MODIFICATION IS RECOMMENDED FOR T/E NO. _____

THIS MODIFICATION (WILL) (WILL NOT) REQUIRE MODIFICATION TO T/O
NO. _____

ITEM DESCRIPTION

(ONE ITEM PER PAGE)

TAMCN _____

NSN _____

NOMENCLATURE (FROM TAM)

QUANTITY
AUTHORIZED: _____ ON HAND: _____ RECOMMENDED: _____

JUSTIFICATION

Page No.

Figure 4-3.--Format for a Table of Equipment File.

SUPPLY SOP

[illegible]

Figure 4-4.--Sample Format for a T/E Allowance Change Authorization Index Sheet.

SUPPLY SOP

4400
SUP

From: UNIT DESIGNATION
To: Commanding General, 3d Marine Division, FMF (G-4Sup)
Via: AS APPLICABLE

Subj: CONTROLLED ITEMS DEFICIENCIES

Ref: (a) DivO P4400.22M

1. Per the reference, the following information is submitted for deficient controlled items:

TAMCN	NOMENCLATURE	NSN	ALW	OH	DUE	DEF
-------	--------------	-----	-----	----	-----	-----

Signature

Figure 4-5.--Sample Format for a Controlled Item Deficiency Letter.

SUPPLY SOP

4400
SUP

From: UNIT DESIGNATION
To: Commanding General, 3d Marine Division, FMF (G-4Sup)
Via: AS APPLICABLE

Subj: EXCESS CONTROLLED ITEMS

Ref: (a) DivO P4400.22

1. Per the reference, the following information is submitted for serviceable excess controlled items:

TAMCN	NOMENCLATURE	NSN	ALW	OH	DUE	DEF
-------	--------------	-----	-----	----	-----	-----

Signature

4400
(date)

FIRST ENDORSEMENT

From: Commanding General, 3d Marine Division, FMF (G-4Sup)
To: _____
Via: AS APPLICABLE

1. The following action was taken on the excess equipment listed above:

- a. Identified to CG, 3d FSSG message DTG
(pending redistrib/WIR action)
- b. WIR submitted Msg DTG
- c. Redistribution directed Msg DTG

2. Point of contact at this headquarters (G-4Sup) is Gysgt Pangelinan, CIC, 622-9439.

Signature

Figure 4-6.--Sample Format for a WIR Message Report.

SUPPLY SOP

01 01

RR

UUUU

0821500

ADMIN

FM UNIT DESIGNATION

TO CG THIRD MARDIV//G-4SUP//

UNCLAS//N04400//

MSGID/GENADMIN/G-4SUP//

SUBJ/WIR MODIFIER, TAMCN D1160//

REF/A/DOC/MCO P4400.82F/850207//

REF/B/RMG/CG THIRD MARDIV/110458Z/APR 93//

NARR/REF A IS CONTROLLED ITEMS MANUAL. REF B IS (DESCRIBE IF NOT
JINTACCS MESSAGE)//

RMKS/1. IAW REF A, REF B SUB YR HQ FOR DISPO INSTN. THIS MODIFIER
REFLECTS CORRECTION TO REF B DUE TO ERRONEOUS DAT SUBM.

2. WIR/MPB/E/2320-00-177-9258/M13320/3101/E001/M13230/W/BC

3. TAMCN: D1160 VIK. ITEM EXCESS THIS UNIT'S AUTH ALW.

4. (LTI DATA SUPPLIED HEREIN)//

BT

15 JULY 1993

C. W. DIAZ, LCPL, CLERK 622-9388

P. J. DUNCKHORST, LTCOL, DSO

Figure 4-7.--Sample Format for a WIR Modifier Message.

SUPPLY SOP

01 01

RR

UUUU

0821500

ADMIN

FM UNIT DESIGNATION

TO CG THIRD MARDIV//G-4SUP//

UNCLAS//N04400//

MSGID/GENADMIN/G-4SUP//

SUBJ/WIR FOLLOW-UP, TAMCN D1160//

REF/A/DOC/MCO P4400.82F/850207//

REF/B/RMG/CG THIRD MARDIV/051731Z/FEB 93// (DTG OF ORIGINAL WIR)

NAR/REF A IS CONTROLLED ITEMS MANUAL. REF B IS (DESCRIBE IF NOT
JINTACCS MSG)//

RMKS/1. WIR/MPB/E/2320-00-177-9258/00001/M13330/5034/E001/M13330/W/BC

2. TAMCN: D1160 VIK. ITEM EXCESS THIS UNIT'S AUTH ALW. REF B
APPLIES.

3. (SAME LTI DATA AS IN ORIGINAL MESSAGE)

BT

15 JULY 1993

C. W. DIAZ, LCPL, CLERK 622-9388

P. J. DUNCKHORST, LTCOL, DSO

Figure 4-8.--Sample Format for a WIR Follow-up Message.

SUPPLY

SAC 1 EXCESS/DEF REPORT

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>ALLOW</u>	<u>ON HAND</u>	<u>+/- QTY</u>	<u>U/P</u>	<u>T/P</u>	<u>REMARKS</u>
B22202	Tool Kit, Carpenter	1	2	+1	\$178.63	\$178.63	
C10602	Coat, Cold Weather	760	781	+21	\$34.50	\$724.50	
C10902	Drawers, Cold Weather	1520	1560	+40	\$6.95	\$278.00	
C11062	Glove Insert, Cold	1520	1579	+59	\$1.20	\$70.80	
C11072	Glove	760	768	+8	\$7.25	\$58.00	
C11502	Liner, C/W	760	812	+52	\$14.15	\$735.80	
Total value of excesses			\$2044.13				
Total value of deficiency			<u>-\$0000.00</u>				
Total value			\$2044.13				

Figure 4-9.--Sample Printout of the ADPE-FMF SAC 1 Excess/
Deficiency Report.

SUPPLY SOP

T/E SAC-1 REPORT

A. Category	MAL Part One	MAL Part Two	Grand Total
Value T/E Allow	<u>(Equals "Val O/H", "Val Due", "Val Short")</u>		
Value O/H	<u>(Total Value Sac-1 items currently on MAL w/annotations)</u>		
Value Due	<u>Dollar Val items on order/include Force Fed items)</u>		
Value Short	<u>(Dollar Value Sac-1 items on MAL not on order)</u>		

B. Category

Value Excess O/H	<u>(Dollar Val for which no alw exists)</u>
Value Excess Due	<u>(Dollar Val of items on regn above auth alw)</u>

C. The following items are listed as dures in para A and not listed as def because of Force Fed Status:

TAMCN	QTY	U/P	T/P
-------	-----	-----	-----

*List all force fed items known to your unit for auth alw.

C2300	413	\$ 48.30	\$19947.99 FF
C4260	5	\$ 146.00	\$ 730.00 FF
C4261	61	\$ 4.36	\$ 265.96 FF
E1123	4	\$2000.00	\$ 8000.00 FF
E1126	4	\$ 396.00	\$ 1584.00 FF

D. Explanation of significant changes to T/E SAC-1 total dollar values since previous report:

TOTAL VALUE SHORT	\$92,200.00
-MOA/EAF CHLGE PENDING	\$18,800.00
-REJECT STATUS ON GABF	\$21,700.00
-DSSC ITEMS	<u>\$ 1,400.00</u>

TOTAL RA REQUIEMENTS	\$50,300.00
FOR DEFICIENCIES THAT	

CAN BE FILLED

* Explain reasons why dollar figures in Part A have occurred. Address each category, if significant.

E. Identify def in SL-3 and SL-4 funds at the end of each qty.

*Used quarterly only.

Figure 4-10.--Format for Monthly T/E SAC 1 Report Summary Data.

SUPPLY SOP
UNIT HEADING

4400
0970900
(date)

From: Commanding Officer, (Unit)
To: Rank, Name, SSN/MOS USMC

Subj: ASSIGNMENT OF RESPONSIBLE OFFICER

Ref: (a) MCO P4400.150D
(b) UM 4400-124
(c) DivO P4400.22M

1. Per references (a) and (b), you are appointed as the Responsible Officer for Responsible Unit number _____.
2. As indicated in references (a) through (c), you shall ensure that the following duties are accomplished:
 - a. Have in your possession, in serviceable condition, all items of authorized material. The allowances/items shall be reflected on a consolidated memorandum receipt (CMR). You shall properly maintain, safeguard, and employ this equipment.
 - b. Determine, by frequent inspections, that all articles of equipment on charge to you are complete and serviceable.
 - c. Ensure that all of your subordinates are properly instructed in the care, use, and maintenance of public property. You shall rigidly enforce such instructions.
 - d. Maintain records which will reflect, at all times, the status of all equipment in your charge, e. g., equipment repair orders, CMRs, etc.
 - e. Designate one or more authorized representatives to receipt for property in your name.
 - f. Physically inventory your account at least quarterly, or when directed by the supply officer, and adjust, report and explain all discrepancies to me, via the supply officer.
 - g. Make an immediate report, to me, via the supply officer, when there is a loss of, damage to, or destruction of property that is your responsibility.
 - h. Report to the supply officer any property found on hand, which is not included on your CMR.

Figure 4-11.--Sample Format for a Letter of Appointment of
Responsible Officer.

SUPPLY SOP

Subj: ASSIGNMENT OF RESPONSIBLE OFFICER

i. Request/conduct limited technical inspection to determine the conditions of all property in excess of your authorized allowances for redistribution/disposal.

j. When directed to embark, supervise the packing of property for shipment to insure that only property on charge to you is shipped. Garrison or Plant Property belonging to Camp Butler shall not be removed from the camp without the specific permission from the Base Property Control Officer.

k. Prior to the transfer of this account to a successor, you shall conduct a joint physical inventory of the property on hand and effect a reconciliation and settlement of property records with the (battalion/company/battery) supply officer. You shall report any discrepancies to me, via the supply officer.

3. The supply officer shall provide you with a CMR reflecting all allowances and on-hand quantities, and serial/USMC numbers of equipment that you are authorized. He shall provide you with detailed instructions concerning the preparation and signing of your CMR subsequent to your physical inventory. You are authorized fifteen (15) calendar days, from the date of this letter, in which to complete your inventory, note any discrepancies, and sign for your equipment. At that time you shall endorse this letter, indicating such discrepancies as may exist. Your endorsement shall be routed via the Supply officer.

Commanding Officer's Signature

Copy to:
S-4
SupplyO

Figure 4-11.--Sample Format for a Letter of Appointment of Responsible Officer--Continued.

SUPPLY SOP
UNIT HEADING

4400
30 Oct 93

FIRST ENDORSEMENT on CO, 1st Bn, 4th Mar ltr 21/ABC/deg 4400 of
20 Oct 93

From: Captain U. R. Assigned, 123 45 6789, 0302 USMC
To: Commanding Officer, 1st Battalion, 4th Marines

Subj: ASSIGNMENT OF RESPONSIBLE OFFICER

Ref: (a) CMR dtd
(b) Discrepancy Form

1. As directed by the basic correspondence, and per references (a) through (d), a physical inventory was conducted, by me, of RU Account #_____. I have signed for the equipment on hand and verified the account allowances, as indicated in reference (d). I hereby assume responsibility for the maintenance, and proper utilization of the equipment signed for.

YOU R. ASSIGNED

Figure 4-11.--Sample Format for a Letter of Appointment of
Responsible Officer--Continued.

SUPPLY SOP

UNITED STATES MARINE CORPS
Headquarters Battalion
3d Marine Division (-) (Rein), FMF
Unit 35801
FPO AP 96602-5801

4400
21/ABC/def
7 May 1993

From: Responsible Officer, Account number
To: Battalion Supply Officer

Subj: AUTHORIZATION TO SIGN INTERIM RECEIPTS FOR ALLOWANCE ITEMS

Ref: (a) UM 4400-124
(b) DivO P4400.22

1. Per references (a) and (b), the below listed person(s) is/are, by use of interim receipt, authorized to receipt for and pick up allowance type items for this responsible account.

(NAME) _____

(SAMPLE SIGNATURE)

(SSN) _____

(RTD) _____

(NAME) _____

(SAMPLE SIGNATURE)

(SSN) _____

(RTD) _____

/s/

Responsible Officer

Figure 4-12.--Sample Format for an Authorization to Sign Interim Receipts.

SUPPLY SOP

NOTICE OF DELEGATION OF AUTHORITY RECEIPT FOR SUPPLIES (AR 711-10)					DATE 30 AUG 89	
AUTHORIZED REPRESENTATIVE(S)						
ORGANIZATION Motor Transport Sec, Hqs Co, 3/9				STATION Acct Y08		
LAST NAME-FIRST NAME-MIDDLE INITIAL	SERVICE NUMBER	AUTHORITY		SIGNATURE AND/OR INITIALS		
		REQ	REC			
TRUCKMASTER, John B, Ssgt	111 22 11 22	✓	✓	J B Truckmaster		
CLERK, Carl D. Cpl	578 01 01 01		✓	C D Clerk		
RUNNER, William S. PFC	000 99 00 17		✓	W S Runner		
AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER						
THE UNDERSIGNED HEREBY <input checked="" type="checkbox"/> DELEGATES TO <input type="checkbox"/> WITHDRAWS FROM THE PERSON (S) LISTED ABOVE, WHOSE SIGNATURE (S) APPEAR (S) ABOVE, THE AUTHORITY TO SIGN:						
REMARKS						
I ASSUME FULL RESPONSIBILITY						
ORGANIZATION Motor T Hqs Co, 3/9				GRADE 1ST Lt		ACCOUNT NUMBER 08
LAST NAME - FIRST NAME - MIDDLE INITIAL (PRINT or Type) OFFICER, Motor T.				SIGNATURE M T Officer		

DA FORM 1687
1 DEC 67

REPLACES EDITION OF 1 APR 66.

Figure 4-13.--Sample Format for a Delegation of Authority to Receipt for Supplies.

SUPPLY SOP

HEADING

4400
(date)

From: Supply Officer
To: Responsible Officer, Account Number
Subj: UPDATE OF CONSOLIDATED MEMORANDUM RECEIPT (CMR)
Ref: (a) UM 4400-124
(b) DivO P4400.22M
Encl: (1) CMR dtd _____
(2) List of discrepancies

1. Please verify the on-hand columns and USMC or serial numbers contained in enclsousre (1). Sign one copy and return it to me within 15 days of receipt or, if you are on authorized absence, within 15 days of your return.
2. Enclosure (1), when signed and returned, supersedes all previous CMRs for this account.

I. A. SUPPLY

4400
(date)

FIRST ENDORSEMENT on SupO ltr of (date)

From: Responsible Officer Account Number 01
To: Supply Officer

Subj: Update of the CMR

1. Enclosure (1) is returned.
2. I certify that the property as listed is on hand and assume responsibility for the quantities shown.

O. T. LYON

Figure 4-14.-- Sample Format of a Cover Letter of Consolidated Memorandum Receipt (CMR).

SUPPLY SOP

HEADING

4400
(date)

FIRST ENDORSEMENT on CO ltr 21/ABC/1kt 4400 of

From: Responsible Officer, Account Number

To: Commanding Officer, (SupO)

Subj: UPDATE OF CONSOLIDATED MEMORANDUM RECEIPT (CMR)

Encl: (1) CMR dtd _____
(2) List of Discrepancies

1. As directed by the basic correspondence, a physical inventory has been conducted of RU account #_____. I certify that the property as listed is on hand and assume responsibility for the quantities shown, except for specific discrepancies annotated in enclosure (1).

2. This CMR, when signed, supersedes all previously signed CMR's and other adjustments for this account.

/s/ _____
Responsible Officer

Figure 4-15.--Sample Format of a First Endorsement on a Cover
Letter for Consolidated Memorandum Receipt (CMR)

	SUPPLY SOP		
	REPORT OF DISCREPANCIES		(date)
	Account No. _____		
TAMCN	NOMENCLATURE	DISCREPANCY	

I. M. SUPPLY

Figure 4-16.--Sample Format of a Report of Discrepancies on the Consolidated Memorandum Receipt (CMR).

SUPPLY SOP

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60																																																																																1523
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																																																																																
SEND TO: Supply Officer 13000, 3dBn,																																								TRANSACTION IS FROM: Responsible Officer																																								1523
A 4thMar																																								B Account No. 05																																								
																																								1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29																																								1523
C																																								1 0 0 5 0 1 1 6 9 7 0 1 9 F 8 E A 0 0 0 0 1																																								
																																																		REMARKS																														1523
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																		Machinegun, 7.62 Ser# 365890																														
51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70																																																																																1523
71 72 73 74 75 76 77 78 79 80																																																		D L. K. LANGDON MAJ USMC																														

LEGEND

Block

Entry

- A Enter the AC of the supply office. The in-the-clear address may be used, if desired.
- B Enter the RU's account number. The in-the-clear address may be used, if desired.

CC

- 8-20 Enter the NSN.
- 21-22 Enter the Weapons System Code (WSC)
- 23-24 Enter the unit of issue.
- 25-29 Enter the unit of quantity required
- 36-39 Enter the Julian date.
- 40-43 Enter the locally assigned serial number.
- 44 Enter "R" for recurring demand; enter "N" for nonrecurring.
- 60-61 Enter the priority designator

Remarks

Nomenclature and serial number of the item.

Signature and Rank of the individual receiving the item.

Figure 4-17.--Sample Format of an Interim Receipt (Issue D7A)

SUPPLY SOP

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60																																																																															
61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80																																																																															
SEND TO: Supply Officer 13000, 3dBn,																																								TRANSACTION IS FROM: Responsible Officer																																							
A 4thMar																																								B Account No. 05.																																							
C																																								1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29																																							
																																								1 0 0 5 0 1 1 6 9 7 0 1 9 F 8 E A 0 0 0 0 1																																							
30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50																																																		REMARKS																													
4 0 3 0 0 0 0 1 R																																																		Machinegun, 7.62 Ser# 365890																													
51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70																																																																															
1 2																																																		0																													
71 72 73 74 75 76 77 78 79 80																																																		L. K. LANGDON MAJ USMC																													

LEGEND

Block

Entry

A Enter the AC of the supply office. The in-the-clear address may be used, if desired.

B Enter the RU's account number. The in-the-clear address may be used, if desired.

CC

8-20 Enter the NSN

21-22 Enter the Weapons System Code (WSC).

23-24 Enter the unit of issue.

25-29 Enter the unit of quantity required.

36-39 Enter the Julian date.

40-43 Enter the locally assigned serial number

44 Enter "R" for recurring demand; enter "N" for nonrecurring.

60-61 Enter the priority designator.

Remarks

Nomenclature and serial number of the item

Signature and Rank of the individual receiving the item.

Figure 4-18.--Sample Format of an Interim Receipt (Turn-in D6A).

SUPPLY SOP

UNIT HEADING

4015
(date)

From: Commanding Officer, (Unit)
To: Commanding General, 3d Marine Division, FMF, Unit 35801,
FPO AP 96602-5801

Subj: REQUEST FOR ASSIGNMENT OF LOCAL TAM CONTROL NUMBER (TAMCN)/
NATIONAL STOCK NUMBER (NSN)

Ref: (a) DivO P4400.22M

1. Per the reference, Local TAMCN(s)/NSNs is/are requested for the following items of equipment:

a. Item

NSN.

Nomenclature

Commodity Area, (e.g., ordnance or engineer).

Justification.

b. Item

NSN.

Nomenclature

Commodity Area

Justification.

(Signature)

Figure 4-19.--Sample Format of a Request for Assignment of
Local TAM Control Number (TAMCNs)/National
Stock Number (NSNs)

SUPPLY SOP
CHAPTER 5
HANDLING OF PUBLIC FUNDS

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SUPPLY SOP

CHAPTER 5

HANDLING OF PUBLIC FUNDS

5000. HANDLING OF PUBLIC FUNDS

1. General Information

a. For the purpose of this Manual, public funds are defined as funds derived from the sale of Government property or reimbursement for damaged Government property. The responsibility of commanding officers and individuals having custody of public funds is contained in the NAVCOMPT Manual, volume 4, chapter 1, part C. All commanding officers will ensure that periodic reviews of local operating procedures related to the custody of public funds are conducted and the instructions provided herein are complied with.

b. Certain factors should be taken into consideration in the appointment of individuals as authorized custodians. Those factors should include, but are not limited to, the following:

(1 Billet individual holds within the command.

(2) Maturity of the individual.

Individual's trustworthiness.

Individual's accessibility.

2. Establishment of Positions and Appointments. Individuals collecting monies from the sale of Government property and/or individuals authorized to have custody of public funds will be appointed as authorized custodians.

3. Authorized Custodian. An authorized custodian is an individual who has been appointed by a commanding officer to perform duties relating to the collection of official funds, including funds held for safekeeping. Appointment will be made in writing, as shown in figure 5-1. The newly-appointed authorized custodian will acknowledge the appointment in writing by endorsement to the appointment letter (see figure 5-2).

4. Safekeeping of Public Funds. The authorized custodian will keep funds entrusted to him for safekeeping in a safe assigned exclusively for his use.

a. The combination to the safe will be known only to him, and he will not communicate it or place it in the custody of anyone else.

b. The combination to the safe will be changed every six months

and upon relief of the authorized custodian. A log containing the date the combination change was made, the printed name and signature of the person making the change will be maintained. DO NOT RECORD THE COMBINATION IN THE LOG.

c. The combination lock will be an integral part of the safe. Safes which have been modified to accomodate a hinge and hasp are not authorized for the safekeeping of funds; this type lock may only supplement a built-in combination lock.

d. If the authorized custodian's safe is a field safe it will be chained or bolted to the bulkhead or deck in such a manner that it cannot be removed.

e. Funds within the safe will be kept in a locked, metal cash (Key provided to custodian only.)

5. Limitations. The following limitations are placed upon persons assigned as authorized custodians.

a. He will not be assigned duties involving the handling of funds other than those connected with that position.

b. He will not be authorized to have in his possession more than \$500 in public funds.

5001. ALTERNATE CUSTODIANS

1. Purpose. When the commander deems it necessary, one or more individuals may be appointed as an alternate authorized custodian. The purpose of the alternate is to serve in the absence of the primary. "Absence" is defined as being physically separated from the organization for reasons such as leave, extended hospitalization, TAD, etc. It does not mean merely being away from the position for daily performance of duty (e.g., runs to the SMU, conferences, etc.).

2. Regulations Pertaining to the Alternate Custodian (if Appointed)

a. He will be appointed in writing, using the same letter format as for the primary custodian (see figure 5-1). The word "alternate" will be inserted in place of the word "primary", where applicable.

b. The alternate custodian is an agent of the commanding officer when serving in place of the primary.

c. He is governed by all regulations pertaining to the primary.

d. He will not serve concurrently with the primary. Where

absences are foreseeable, the primary will turn in all funds prior to leaving, and the alternate will then take over.

e. He will prepare a written Confirmation of Appointment endorsement to the appointing letter (see figure 5-2).

f. He will be provided with a separate safe and will maintain separate records from the primary.

5002. REVOCATION OF APPOINTMENTS

1. General Information. All appointments to positions which involve handling of public funds must be revoked in writing in order to relieve the incumbent individual from the position. Individuals serving in these positions may have their authorization revoked at any time. Mere transfer to another command or PCS orders does not relieve an individual assigned as an authorized custodian.

2. Preparation of Revocation Letters (See Figure 5-3)

a. Letters will be addressed to the individual being relieved.

b. The letter will state the reason for revocation.

c. Preparation. Normally, letters such as appointment and revocation letters are prepared by the adjutant. The supply officer, however, must ensure that letters for appointment and revocation are prepared in sufficient time to effect a proper relief. It is suggested that, using the samples in this Manual, the supply officer prepare and type the letters for the commander's signature and provide the adjutant with a file copy. A new appointment letter should be prepared at the same time a revocation letter is prepared. The letter should be prepared no less than one week prior to the effective date of appointment of relief. This will allow for proper turn in of funds and smooth turnover of records.

3. Authorized Custodian Appointment/Revocation File (See Figure 5-4)

a. Contents. All originals of the Authorized Custodian appointment and revocation letters will be filed in a permanent file of the using unit. The letter of revocation for each individual will be filed in front of the letter of appointment for that individual.

1 The right side will contain letters for primary agents.

(2) The left side will contain letters for alternate agents, if assigned.

b. Retention. Letters of appointment and revocation of authorized Custodians will be retained in the file for a period of five years from the effective date of revocation of that individual

c. File Location. To facilitate inspections by Audit and Verification Officers, as well as SMAT and FSMAO analysts, these files will be maintained by the unit supply officer.

5003. AUDIT AND SURPRISE VERIFICATION OF FUNDS

1. Purpose. To ensure proper procedures are being followed in the handling of public funds, the commanding officer will appoint one or more individuals as Audit and Verification Officers. This (These) officer(s) will have no duties involving the handling of public funds other than the performance of audits and surprise verifications.

2. Appointment. Appointment of the Audit and Verification Officer will be in writing (see figure 5-5), with an endorsement to the commanding officer accepting the appointment (see figure 5-6). Copies of all appointment letters will be maintained in a separate file folder (Audit and Verification File Folder) by the supply officer for a period of five years from the date of revocation.

3. Revocation. Revocation of Appointment of the Audit and Verification Officer will be in writing (see figure 5-7). A copy of each revocation letter will be maintained in the Audit and Verification File Folder for a period of five years from the date of revocation.

4. Duties. The duties of the Audit and Verification Officer are:

a. To conduct an unannounced, surprise visit at irregular intervals, at least once each month.

b. To inventory all sensitive/controlled forms held by the Authorized Custodian and include the results in the written report

c. To prepare and submit a written report to the commanding officer on the results of the fund verification.

d. To familiarize himself with current directives which pertain to the handling, turn-in, and safekeeping of public funds and cash sales procedures.

5. Report of Audit and Surprise Verification

a. Contents. The report will cover the correctness of funds on hand, preparation of collection forms, turn-in of funds procedures, general safekeeping of funds, and any other details coming to his attention concerning the handling of public funds (see figure 5-8).

b. Report Distribution. The report to the commanding officer on the results of the audit and surprise verification of funds will be prepared in quadruplicate and distributed as follows:

- (1) Original to the commanding officer.
- (2) First copy to the supply officer for retention in his audit and verification file folder for a period of five years.
- (3) Second copy retained by Audit and Verification Officer for his personal files.
- (4) Third copy to the disbursing officer.

6. Audit and Verification File Folder. For the purposes of verification of individuals authorized to audit the public funds held and to provide a ready source of information for inspection teams, the Authorized Custodian will maintain an Audit and Verification File Folder.

a. Right Hand Side. Copies of the appointment, acceptance endorsement and revocation letters for Audit and Verification Officers.

b. Left Hand Side. Copies of the monthly reports of audit and verification of funds submitted to the commander.

5004. CASH/CHECKAGE SALES

1. General Information

a. A voluntary reimbursement for loss, damage, or destruction of Government property will be considered as a free act for personal reasons and will not imply an admission of responsibility for fault or negligence for any purpose (see chapter 8 of this Manual, paragraph 8007.3).

b. If reimbursement is offered in case of loss, damage, or destruction of Government property, such reimbursement should be for the full current unit price of the property and/or the cost, to include labor and parts, of restoring the property to its previous condition. Current value of Government property is the current purchase price of a like item.

c. When an individual consents to reimburse the Government for property lost, damaged, or destroyed, the transaction will be handled as either a cash sale or a checkage. In the interest of economy, the checkage sale procedure should not be used if the transaction can be accomplished by means of a cash sale. Checkages should only be accomplished if the cash sales procedure will cause an undue financial burden on the individual.

d. The sale of individual equipment to individual Marines for

the replacement in kind of lost, damaged, or destroyed equipment is authorized at the Direct Support Stock Control(DSSC) activity. The sale of equipment will be restricted to those individuals who have lost, damaged, or destroyed equipment not attributable to normal usage. Those items lost, damaged, or destroyed through normal usage will continue to be budgeted for and managed by using units.

(1) Sales will be voluntary in nature and will be cash only. The self-certification form (figure 5-9) will be filled out completely and properly prior to sales. The sale of all items of individual equipment, except Type III items and the following TAMCNs, are authorized:

- (a) C3117. Case, small arms ammunition pouch
- (b) C3120. Cover, helmet camouflage.
- (c) C3220. Helmet, ground troops
- (d) C6672. Undershirt, man's olive green
- e) K4945. Strap chin, helmet, parachutists.
- f) K5019. Vest, grenade carrying nylon.

(2) The use of mail-order clothing at the COMMARLOGBASES Albany, to sell individual equipment is not authorized.

(3) Management responsibilities of the OIC of the DSSC Activity consist of the following:

- (a) Segregate storage space for sales
- (b) Base stockage levels on usage per appropriate directives
- (c) Collect self-certification forms from the Marine, and forward the completed forms to the appropriate command on a monthly basis.

4) Supported using unit responsibilities are as follows:

- (a) Ensure that the individual fills out the missing gear statement and takes it to unit supply officer.
- (b) Unit supply officer reviews the missing gear statement and forwards it to the commanding officer for approval.
- (c) If approved by the commanding officer, ensure that the Marine fills out the self-certification form and the supply officer signs the form certifying the purchase is approved. No

further involvement is required by the command i.e., counseling by a commissioned officer is not required.

(d) Monthly, upon receipt of the completed self-certification forms from the DSSC activities, review the forms for possible abuse of the system and take appropriate legal action against those cases of possible abuse.

2. Action to be Taken Prior to Acceptance of an Individual's Voluntary Reimbursement

a. Prior to acceptance of voluntary reimbursement, the individual will be advised, in writing, by a disinterested commissioned officer not in his chain of command, of the contents of paragraph 6007.1 of MCO P4400.150D, and receipt of such advice will be acknowledged in writing by the individual.

b. Prior to acceptance of a voluntary reimbursement the individual will be advised, in writing, that the opportunity to consult with a judge advocate will be afforded if a judge advocate is available. If a judge advocate is not reasonably available or if the individual waives, in writing, the right to consult with a judge advocate, a written statement of nonavailability or the written waiver will be attached to the relevant investigative report, and a copy will be attached to the voluntary consent for reimbursement. The format in figure 9-9 of chapter 9 will be used both to counsel the individual in writing and have the individual acknowledge counselling. In addition to the requirements of this chapter, paragraph 9005.6 of this Manual relates.

5005. CASH SALES

1. General Information

a. Form. NAVMC-6 (Cash Sales/Request for Checkage for Government Property) will be prepared by the designated Authorized Custodian/Agent, in triplicate (see figure 5-10).

b. Distribution. The NAVMC-6 for a cash sale will be distributed as follows:

(1) Original. Retained by the Authorized Custodian in the Cash Sale File.

(2) Duplicate. Given to the individual making the payment

(3) Triplicate. As required locally

2. Cash Sales Procedures

a. General Information. Usually, the bulk of the cash sales in a unit will be for lost individual equipment. The preparation

of the NAVMC-6, as shown in figure 5-10, will result from submission of a Report of Lost, Damaged, or Destroyed Individual Equipment (see para 9005.6 and figure 9-9 of this Manual). Cash sales of individual equipment should not be conducted for items sold at cash sales/DSSC except as a last resort.

b. Accounting on SASSY Files for Equipment on the NAVMC-6. Since the Cash Sale on the NAVMC-6 is a manual procedure and the accounting records for the equipment involved are mechanized SASSY files, the following will be accomplished:

(1) Reimbursement for a T/E End Item. T/E items (e.g., individual equipment) are loaded to the LUAF/MAL. It, therefore, is necessary to report the cash sale transaction, which is a loss of equipment, to the SASSY file.

(a) Prepare an Issue to Cash Sales transaction (DIC D7Y) for each NSN listed on the NAVMC-6 (See Figure 5-10). Annotate the document number of each D7Y transaction following the description of each item in the "Item" column of the NAVMC 6.

(b) Annotate the MAL, "D7Y/Qty/Doc #"

(c) File a copy of the D7Y in the MAL Pending Adjustment Transaction File, Daily History Listing Section.

(2) Reimbursement for Repairs to Government Equipment. When an individual agrees to reimburse the Government for damaged equipment, he is agreeing to pay for both labor and parts.

(a) Labor. The reimbursement for labor requires no more than an entry on the NAVMC-6 under the "Item" column, stating "Labor Charges" and the price as reflected on the ERO. No document number is required in the "Item" column.

(b) Repair Parts. The reimbursement for repair parts will be accomplished by entering "Parts Charge" in the "Item" column of the NAVMC 6, followed by the total price of the repair parts used to restore the equipment.

c. Disposition of D7Y Transaction. The disposition of the D7Y transaction will be as follows:

Original. Attach to NAVMC-6

COPY. File in MAL Pending Adjustment Transaction File

Induct D7Y Transaction VIA ADPE-FMF to the SMU.

3. Turn-in of Funds Collected as a Result of Cash Sales

a. General Information. Funds collected as a result of cash

sales will be turned in to the disbursing officer as indicated below:

- (1) Daily, when practical, or
- (2) At least weekly when daily deposit is impractical and weekly volume is \$200 or less, or
- (3) At least twice a week when daily deposit is impractical and weekly volume is over \$200, or
- (4) On the last business day of the month, regardless of the normal frequency.

b. Turn in of funds during the month will be accomplished using either NavCompt 2277 (Voucher for Disbursement and/or Collection) or NAVSUP Form 470 (Cash Receipt Book). The NAVSUP Form 470 acts as an "interim receipt" when used.

c. Paragraph 043115.2 of the Navy Comptroller Manual provides instructions relative to the use of the interim receipts. The following procedures have been extracted from that paragraph:

- (1) The depositing officer prepares and signs the appropriate entry in the Cash Receipt Book (NAVSUP Form 470) and the disbursing officer acknowledges receipt of the funds by signature on the same form.
- (2) The depositing officer maintains custody of the NAVSUP Form 470 until the close of the period.
- (3) The NAVSUP Form 470 will be kept in the authorized custodian's box. When the booklet is completely filled in, it will be filed with the supply officer's fiscal files.

d. If the NAVCOMPT 2277 is used during the month, the "end of the month" turn-in will reflect only those fiscal transactions occurring since the last turn-in.

e. If the NAVSUP Form 470 has been used to record fiscal transactions during the month, the supply officer will prepare, on the last working day of the month, a NavCompt 2277 citing all cash collection transactions occurring for the entire period.

f. Whichever procedure is utilized to accomplish the turn-in of funds during the month, the form will become part of the supply officer's fiscal files.

g. Vouchers for Disbursement and/or Collection will indicate the appropriation to which the funds are to be credited. Instructions for preparation of Vouchers for Disbursement and/or Collection are contained in figure 5-11.

h. Distribution of the NavCompt 2277

(1) Distribution of NavCompt 2277 will be made as follows:

(a) Original and three copies along with funds collected be delivered to the appropriate Disbursing Office.

(b) One copy is retained in the Cash Sales File

(2) The disbursing officer will acknowledge receipt of the funds by "original" signature on the duplicate copy. The original, triplicate and quadruplicate copies will be maintained by the disbursing officer. The duplicate will be returned to the supply officer for filing with the original Cash Sales documents (NAVMC-6) and/or NAVMC 10298 which supported the sale(s). This file copy must also have the original signature of the supply officer.

(3) There will be no gaps between inclusive dates of consecutive cash collections on the NAVCOMPT 2277.

(4) Inclusive dates can not overlap

4. Cash Sales Voucher File (See Figure 5-12)

a. General Information. The Authorized Custodian will retain, in his safe, all originals of NAVMC-6's and NAVMC 10298's (i.e., prepared and signed duplicates of the cash collection vouchers, when funds are turned-in). The same security will be provided for these documents as for actual cash.

(1) Cash on hand must balance with NAVMC-6's and/or NAVMC 10298's for all funds not turned in.

(2) The total of funds turned in on each NavCompt 2277 will balance with supporting originals of the NAVMC-6 and/or NAVMC 10298. The document numbers listed on the NavCompt 2277 (see block 9C in figure 5-11) must be the same as the document numbers on the NAVMC-6 (see "Supply Voucher Number, Entry 15" in figure 5-10).

b. Retention. Documents in this file will be maintained for a period of five years from the date of turn-in of funds on the NavCompt 2277.

5006. CHECKAGE SALES (NORMAL)

1. General Information. When an individual consents to reimburse the Government for the loss, damage, or destruction of Government property but, for whatever reason, a cash sale cannot be accomplished, a checkage sale will be accomplished. In accordance with MCO P4400.150D, checkage sales will not be conducted for items sold at Cash Sales/DSSC except as a last resort. A checkage sale enables the reimbursement to be deducted from the individual's pay. The checkage sale will:

a. Be processed by the paying individual's parent command. The Authorized Custodian in the individual's parent command will prepare all checkages.

b. The NAVMC-6 will be prepared and signed by the originating officer (see figure 5-13).

c. The consenting statement (see entry 13 in figure 5-13) will be signed by the individual concerned (see entry 14 in figure 5-13).

d. After the individual who is being checked signs the NAVMC-6, the original and two copies will be forwarded to the individual's commanding officer. The commanding officer will enter the unit diary number and date on which the checkage entry was run, authenticate the first endorsement by original signature, and return the authenticated duplicate to the supply officer.

e. If the authenticated copy is not returned to the using unit supply officer within ten days, he will contact the applicable commander to obtain it.

2. Distribution of the Checkage Sale Form (NAVMC-6). A Checkage Sale Form (NORMAL), NAVMC-6 will be prepared in quadruplicate and distributed as follows:

a. Original, Duplicate and Triplicate. To the commanding officer.

b. Quadruplicate. Retained by the Authorized Custodian in the Checkage Sale Voucher File. This copy must be maintained in the safe of the Authorized Custodian in the Checkage Sale File as a tentative copy.

3. Checkage Sale Voucher File (See Figure 5-14). The Checkage Sale Voucher File will be maintained in the safe of the Authorized Custodian.

5007. CHECKAGE SALES (FOR DESERTERS)

1. General Information. When an individual absents himself and is declared a deserter and is missing Government property, he may not be returned to his original unit once he is returned to Government control. For this reason, special procedures have been provided so that any missing property can be dropped from the using unit account and immediately reordered, so as not to affect the unit's readiness.

2. Procedures for Determining Missing Government Property in the Hands of a Deserter

a. General Information. An individual is not immediately declared a deserter. He is first declared to be in an unauthorized absence (UA) status.

b. Responsibility of Adjutant/S-1. It is the responsibility of the adjutant/S-1 to ensure that the names and units of individuals in a UA status are forwarded to the supply officer on a daily basis. In addition, the supply officer must be notified upon the return of these individuals or upon their being declared deserters. The supply officer will ensure that he has set up procedures to insure these notifications.

c. Inventory of Personal Effects. Once the individual is found to be UA, it is mandatory that the unit inventory board inventory all his personal effects within 24 hours, as required by paragraph 10004 of this Manual.

(1) All Government equipment found by the inventory board will be listed on the inventory forms as shown in figures 10-1 through 10-5 of this Manual.

(2) These inventories will immediately be turned over to the supply officer, who will open a "UA" folder on the individual. Included in the UA folder will be copies of all inventory records/sheets, as required in Chapter 10 of this Manual, the equipment IMR (NAVMC 10577) and the weapons IMR (NAVMC 10576) cards. Each item on the IMR cards which was recovered at the time of inventory will be turned in to the issue point/armory, as applicable, and that item will be neatly lined out on the appropriate IMR card with a single line. Each item lined out will be initialed on the IMR card by the supply or armory representative receiving the equipment.

d. Individual UA Folder. The individual UA folder will be labeled as shown in figure 5-15. It will be used as a "tickler" file, to insure monitoring of the individual's status.

(1) Upon notification of an individual being UA, the folder will be prepared. The UA date will be entered, and 30 days will be added to that date to produce the deserter status date.

(2) As the deserter date is approached, the supply officer will check on the actual status of the individual and take one of the following actions:

(a) If the individual returns prior to being declared a deserter, he will have the opportunity to turn in any missing property and/or reimburse the Government for any missing property, as determined by the initial inventory.

(b) If the individual does not return, the supply officer will accomplish the actions listed in paragraph 5007.3, below.

(3) File Location. The Individual UA file folders will be maintained within the supply office files. A list of all individuals with an open file will be maintained at the individual equipment and individual weapons issue points.

(4) The purpose of this list is to ensure these individuals are not issued new equipment until action is taken, as necessary, on the missing equipment. Any individual whose name is on the list and who shows up at the issue point/armory should be directed to the supply officer by the warehouse personnel or armory personnel, as applicable. Normal cash or checkage sales may then be used. Returned/recovered equipment will be handled as indicated in paragraph 5007.4b of this Manual.

3. Action by the Supply Officer on a Declared Deserter

a. General Information. Once an individual is officially run as a deserter on the unit diary (usually 30 days after they have entered a UA status, but could be on the same date the individual enters UA status under certain circumstances), the supply officer will prepare a Checkage Sale request and submit it for appropriate processing (see figure 5-16).

b. Initial Preparation of the Checkage Sale Form, NAVMC-6 (Deserter)

(1) The Checkage Sale form, NAVMC-6, will be prepared in accordance with figure 5-16 on the day that the individual is declared a deserter.

(2) Preparation. The supply officer will prepare the NAVMC-6, in quadruplicate, as shown in figure 5-16.

c. Distribution of Initial Checkage Sale (DESERTER) Form

(1) Original, Duplicate, and Triplicate. Inserted in the deserter's SRB, along with the inventories and IMR cards.

(2) Quadruplicate. Retained by the supply officer in the Checkage Sale Voucher File as a completed voucher.

d. Action by the Supply Officer After Preparation of Checkage Sale Voucher (Quadruplicate Copy)

(1) Once the commanding officer has approved the checkage sale, as indicated by his signature on the NAVMC 6, the supply officer will assign document numbers to each item listed as missing and prepare a "D7Y transaction for each NSN. The D7Y document number will be the same as the document number listed on the NAVMC-6 for that NSN.

(2) Annotate the MAL to show the submission of the D7Y adjustments.

(3) Distribution of the D7Y Transaction

(a) Original. Attach to NAVMC-6.

(b) Copy. File in MAL Pending Adjustment Transaction File.

(c) Induct D7Y Transaction, VIA ADPE-FMF into the SASSY and annotate the Daily History date that the transaction processed on the NAVMC-6

4. Action Upon Return of a Deserter

a. General Information. Once a declared deserter is returned to Marine Corps control, CMC will forward the individual's SRB, the original and two copies of the checkage, and all inventories and IMR cards to whatever unit has custody of the individual. It does not have to be the same unit from which he went UA. Upon receipt of the checkage and inventory forms, the following will be accomplished.

b. Recovered Equipment. Any Government property found in the possession of the individual during the initial inventory will be taken to the supply officer of the unit to which the individual was returned. (PROCEDURES ARE EXACTLY THE SAME WHETHER OR NOT THE UNIT IS THE SAME ONE THE INDIVIDUAL WENT UA FROM.)

(1) If equipment recovered is the same as that missing at the time of the initial inventory, the individual will be given credit for it as shown in entries 3, 4 and 5 of figure 5-17.

(2) If equipment recovered is not on the Cash Sales form, it will be confiscated by the supply officer and picked up on the property records as described below.